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ABSTRACT

Eleven units on typing and related occupations are presented in this teacher's guide. The unit topics include the following: refining typing techniques; correcting originals and carbon copies; typing outlines, business forms, business letters and envelopes, memoranda, telegrams and cablegrams, minutes, agenda, itineraries, speeches, manuscripts, medical forms, legal documents, and statistical forms. Each instructional unit generally contains eight components: performance objectives; an outline of minimum instructor and student activities to accomplish unit objectives; information sheets presenting basic unit content; transparency masters; job sheets which outline skills to be achieved; student assignment sheets related to the unit information sheets (answer sheets are provided); and objective tests with answer sheets. (CT)

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UNITS OF INSTRUCTION

FOR

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VOLUME 3

TYPING AND RELATED OCCUPATIONS

TEACHER'S GUIDE

CE 031 535

FIRST EDITION

1978

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FOREWORD

The Vocational Office Education (VOE) instructional units were developed as a result of a project funded by the Texas Education Agency to East Texas State University and the Occupational Curriculum Development Laboratory. These units were developed with the assistance of VOE instructors throughout the state of Texas and have been subjected to formal field testing and evaluation.

The enclosed materials provide instruction for skills to be acquired for entry level into various clerical occupations. They also provide uniformity in classroom instruction and program accountability.

Instructors' editions include objectives; suggested activities; references; information, assignment, and job sheets; tests; and answer sheets.

Student editions, which are duplicates of the instructors' materials with the exception of activity sheets, references, and answers, also are available.

USE OF THE INSTRUCTIONAL UNITS

The VOE instructional units cover certain instructional areas in the classroom program. Each unit includes the basic components of a unit of instruction, performance objectives, suggested activities, information sheets, assignment sheets, job sheets, transparency masters, unit test, and answers to unit tests. Units are planned to cover more than one classroom period.

Careful study of each instructional unit will enable the teacher to determine:

- A. The amount of material that can be covered in each class period
- B. Skills that must be demonstrated
- C. Supplies and equipment needed for skill performance
- D. The amount of classroom time needed for teacher demonstration and student practice
- E. Supplementary materials to be ordered
- F. Any resource personnel who must be contacted

The specific components of an instructional unit perform the following functions.

OBJECTIVES

Each unit of instruction is based on performance objectives. These objectives specify behaviors the student will be exhibiting, thus providing students with a sense of direction.

Performance objectives are stated in two forms: Terminal Objectives, which state materials to be covered in the units of instruction and how the student will handle the material; and Specific Objectives, which state the types of performance students will be doing to satisfy the unit objective.

After the students read the objectives, classroom discussion should follow so that questions concerning expected performances can be answered.

SUGGESTED ACTIVITIES

Each unit of instruction has a suggested activities sheet outlining steps to follow in accomplishing specific objectives.

Instructor: Duties will vary from unit to unit, but the following are minimum activities:

1. Provide students with objectives, information, assignment and/or job sheets
2. Discuss objectives and information sheets
3. Make transparencies
4. Demonstrate procedures outlined on job sheets (when included)
5. Give test

Any additional instructional activities and teaching methods to aid students in accomplishing the objectives are strongly encouraged.

Student: Activities are listed to help achieve the objectives of the unit.

INFORMATION SHEET

Information sheets provide current data essential for meeting the cognitive requirements of the unit. These sheets provide an excellent guide for presenting material necessary to develop the skills specified in the unit objective

Students should read the information sheets before the material is discussed in class. They are encouraged to make any additional notes on the information sheets to help them in their learning process.

TRANSPARENCY MASTER

Transparency masters provide information in a special way by presenting new material or reinforcing material presented in the information sheets. These are particularly effective when identification is necessary.

Transparencies made from the masters can be used as student handouts to supplement material contained in information sheets.

Copies of transparency masters can be used as student handouts to supplement material contained in information sheets.

JOB SHEETS

Job sheets are an integral part of each unit of instruction and the instructor should be able to demonstrate the skills outlined. Procedures specified in job sheets give direction for each skill being taught and allow both student and teacher to check student progress. Job sheets provide a ready outline to students and furnish potential employers an outline of the types of skills being taught.

ASSIGNMENT SHEET

Assignment sheets give direction to study and furnish activities which provide application of the material contained in the information sheet. These may be given to students for completion in class or for homework assignments. Answer sheets are provided for checking student progress.

UNIT TEST

Unit test questions have been constructed to measure student achievement of each specific objective listed on the objectives sheet. Individual test items may be pulled out and used as short tests to determine student achievement of a particular objective. This kind of testing may be used as a daily quiz and will help the teacher spot difficulties being encountered by students in their efforts to accomplish the terminal objective.

ANSWERS TO UNIT TEST

Test answers are provided for each unit. These may be used by the teacher and/or student for checking student achievement of the objectives.

PERSONALIZING AND LOCALIZING INSTRUCTIONAL UNITS

Carefully review the instructional units before using them in the classroom. In reviewing the units, you may find it necessary to localize and personalize the units based upon the needs of your students.

Units may be supplemented through use of audio-visuals, attention-getters, field trips, resource personnel, games and simulations, case studies, peer teaching, role playing, and personal experiences of both the teacher and students.

Various methods may be used in localizing a unit of instruction. You may wish to apply units of instruction to the local community, add additional materials from newspapers and magazines, invite local resource persons, and arrange for field trips.

In personalizing a unit of instruction, you may want to make the course content relevant to home and/or work situations. You may wish to involve students in planning a unit by using their own personal experiences. Involving students in presenting some of the material is sometimes an effective example of peer teaching.

Remember that as an instructor, you may wish to add any objectives to the units of instruction based on the individual needs of the student. If this procedure is followed, you must add the corresponding information in the information sheet, add any assignment or job sheets as deemed necessary, and construct a corresponding unit test item.

USOE CODE NUMBERS AND OCCUPATIONAL TITLES

14.0900 TYPING AND RELATED OCCUPATIONS

Planned learning activities which include a combination of courses and practical experiences concerned with recording data by means of typewriters and similar devices.

14.0901 CLERK-TYPISTS

Programs concerned with the performance of general clerical work requiring the use of a typewriter in a majority of the duties, including compiling and typing reports, application forms, shipping tickets, and other data from clerical records. Activities also include filing records and reports, posting information to records, sorting and distributing mail, answering telephones, computing with adding machines, and other similar duties.

Clerk-Typists (clerical)
Bordereau Clerk (insurance)

14.0902 TYPISTS

Programs concerned with recording data by means of a typewriter or similar device.

Telegraphic-Typewriter Operator, Chief
(clerical)
Typing Section Chief (clerical)
Vari-Typist (clerical)
Telegraphic-Typewriter Operator (clerical)
Typist (clerical)
Perforator Typist (clerical)
Wires-Transfer Clerk (banking)

14.0999 TYPING AND RELATED OCCUPATIONS, OTHER

Programs concerned with typing and related occupations emphasized in instruction which are not classified above, including emerging occupations.

14.9900 OFFICE OCCUPATIONS, OTHER

Include here other planned learning experiences in new or emerging office occupations not listed or classifiable in one of the above categories.

Coin-Machine-Collector Supervisor (clerical)
 Collector, Overdue Material (library)
 Repossessor (clerical)
 Collection Clerk (clerical)
 Trust-Collection Clerk (banking)
 Lay-Away Clerk (ret. tr.)
 Parking-Meter Collector (gov. ser.)
 Collector (tel. & tel.)
 Loss-Of-Claim Clerk (insurance)
 Outside-Contact Clerk (light, heat, &
 power)
 Tire Adjuster (ret. tr.; whole. tr.)
 Call Clerk (gov. ser.)
 Lost-And-Found Clerk (clerical)
 Lost-And-Found Clerk (motor trans.)
 Mortgage-Closing Clerk (clerical)
 Service Clerk (clerical)
 Telephone-Quotation Clerk (finan. inst.)
 Work-Order-Sorting Clerk (light, heat,
 & power)
 Claims Deputy (gov. ser.)
 Solicitor, Head (print. & pub.)
 Stock-Transfer Clerk, Head (banking)
 Superintendent, Customer Records Division
 (light, heat, & power)
 Labor Expediter (const.)
 Customs Clerk (gov. ser.)
 Claims Clerk (insurance)
 Clerk, Electoral (gov. ser.)
 Court Clerk (gov. ser.)
 Credit Reporter (bus. ser.)
 Deposit Clerk (light, heat, & power)
 Farm Checker (gov. ser.)
 License Clerk (gov. ser.)
 Loan Officer (banking; finan. inst.)
 Order Clerk (clerical) II
 Reconsignment Clerk (r.r. trans.)
 Watch-And-Clock-Repair Clerk (ret. tr.)
 Analyst (ret. tr.)
 Credit Authorizer (clerical)
 Forms Analyst (clerical)
 Loan Closer (finan. inst.; real estate)
 Mailing-List Compiler (clerical)
 Meter Reader (motor trans.)
 Securities Clerk (banking)
 Suggestion Clerk (clerical)
 Town Clerk (gov. ser.)
 Checker, Dump Grounds (bus. ser.)
 Property Clerk (gov. ser.)
 Map Clerk (agric.)
 Registration Clerk (gov. ser.) I

Station-House Clerk (gov. ser.)
Ticket Counter (amuse. & rec.)
Production Man (ret. tr.)
Process Server (bus. ser.)
Vault Attendant (banking)
Clerk-Draftsman (clerical)
Cutter, Press Clippings (bus. ser.)
Newspaper Inserter (print. & pub.)

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14.0900

UNIT I

REFINING TYPING TECHNIQUES

TERMINAL OBJECTIVE

At the completion of this unit, the student will be able to explain typewriter basics; explain the performance inventory dealing with number and symbol expression, capitalization, punctuation, setting margins, centering, and word division; and discuss typewriter safety and maintenance. This knowledge will be evidenced through demonstration and by successfully completing a unit test.

SPECIFIC OBJECTIVES

After completing this unit of instruction, the student will be able to:

1. Section One: Typewriter basics
 - a. List the steps in preparing the work area for typing.
 - b. Label the parts of manual and electric typewriters.
 - c. Match the functional parts of the typewriter to their use.
 - d. List the six points of a good typing position.
 - e. Identify true statements about finger position, keystroking, spacing, and correcting jammed keys.
 - f. Determine words-a-minute rate.
 - g. Proofread, using correct methods.
2. Section Two: Performance inventory
 - a. Explain when to use numbers or figures in typed material.
 - b. Discuss how to type symbol expressions.
 - c. Identify when words should be capitalized.
 - d. Match the type of punctuation with the correct usage.

- e. Discuss setting and justifying margins.
 - f. Complete steps in centering and alignment.
 - g. Differentiate between methods of figuring tabulations.
 - h. List steps in drawing ruled lines.
 - i. Apply rules of word division when dividing words.
 - j. Explain how to correct errors by erasing, crowding, or spreading.
3. Section Three: Typewriter safety and maintenance
- a. Discuss safety procedures which should be followed when using the typewriter.
 - b. List five steps in cleaning a typewriter.
 - c. Discuss why paper feed rollers should be released when not in use.
 - d. List the steps in changing a ribbon.
 - e. List the steps in changing a ribbon cartridge.
 - f. Complete a paragraph dealing with procedures in changing a correcting tape.
4. Demonstrate the ability to:
- a. Make typing decisions.
 - b. Type a tabulation problem.

14.0900

UNIT I

REFINING TYPING TECHNIQUES

SUGGESTED ACTIVITIES

I. Instructor:

- A. Provide objective sheet.
- B. Discuss objective sheet.
- C. Provide information sheet in sections.
- D. Discuss information sheet.
- E. Make transparencies.
- F. Provide assignment sheets.
- G. Discuss assignment sheets.
- H. Read directions for job sheets and provide job sheets.
- I. Discuss job sheets.
- J. Give test in sections and evaluate results.

II. Student:

- A. Read objective sheet.
- B. Participate in discussion of objective sheet.
- C. Read information sheet.
- D. Participate in discussion of information sheet.
- E. View transparencies.
- F. Read assignment sheets.
- G. Complete assignment sheets.
- H. Read job sheets.
- I. Complete job sheets.
- J. Take test.

INSTRUCTIONAL MATERIALS

I. Included in this unit:

A. Objectives

B. Information sheet

C. Transparency masters

1. I-TM-1--Manual Typewriter - Parts
2. I-TM-2--Stroking Technique
3. I-TM-3--Typing Position - Right and Wrong
4. I-TM-4--Electric Typewriter - Parts
5. I-TM-5--Finger Positions
6. I-TM-6--Correcting Jammed Keys
7. I-TM-7--Operative Parts - Top Left Section
8. I-TM-8--Operative Parts - Top Right Section
9. I-TM-9--Lower Section of Manual Typewriter
10. I-TM-10--Lower Section of Electric Typewriter
11. I-TM-11--Margins - Elite and Pica
12. I-TM-12--Drawing Ruled Lines
13. I-TM-13--Changing Typewriter Ribbons
14. I-TM-14--Changing Typewriter Cartridges
15. I-TM-15--Changing Typewriter Correcting Tape

D. Assignment sheets

1. Assignment Sheet #1--Correcting Errors
2. Assignment Sheet #2--Self-Check List
3. Assignment Sheet #3--Number Review
4. Assignment Sheet #4--Symbol Expression
5. Assignment Sheet #5--Capitalization
6. Assignment Sheet #6--Punctuation

7. Assignment Sheet #7--Setting Margins
 8. Assignment Sheet #8--Horizontal Centering
 9. Assignment Sheet #9--Vertical Centering
 10. Assignment Sheet #10--Aligning
 11. Assignment Sheet #11--Word Division
 12. Assignment Sheet #12--Typewriter Safety
 13. Assignment Sheet #13--Typewriter Maintenance
- E. Answers to assignment sheets
- F. Job sheets
1. Job Sheet #1--Making Typing Decisions
 2. Job Sheet #2--Tabulation
- G. Answers to job sheets
- H. Test
- I. Answers to test

II. References:

- A. Anderson, Ruth I. and others. Administrative Secretary. 2nd ed. New York: McGraw-Hill Book Company, 1976.
- B. Gregg, John Robert and others. Applied Secretarial Procedures. 6th ed. New York: McGraw-Hill Book Company, 1968.
- C. House, Clifford R. and Apollina M. Koebele. Reference Manual for Office Personnel. 5th ed. Cincinnati: South-Western Publishing Co., 1970.
- D. House, Clifford and Samuel Skurow. Typewriting Style Manual. 5th ed. Cincinnati: South-Western Publishing Co., 1970.
- E. Leslie, Louis A. 20,000 Words. 6th ed. New York: McGraw-Hill Book Company, 1971.
- F. Lessenberry, D. D. and others. Century 21 Typewriting, First Year Course. Cincinnati: South-Western Publishing Co., 1972.
- G. Lloyd, Alan C. and others. Typing Power Drills. 2nd ed. New York: McGraw-Hill Book Company, 1965.

H. Rowe, John L. and Taborn Etier. Typewriting Drills for Speed and Accuracy. 3rd ed. New York: McGraw-Hill Book Company, 1966.

I. Typing Production Stencils. 3M Company.

14.0900

UNIT I

REFINING TYPING TECHNIQUES

INFORMATION SHEET - SECTION I

I. Typewriting basics

A. Work area

1. Clear desk of unnecessary items.
2. Position typewriter with the front of the frame even with the front edge of the desk.
3. Place book at the right of the typewriter in a good reading position.

B. Typewriter parts

1. Manual

- a. Keyboard
- b. Typewriter frame
- c. Return lever and line spacer
- d. Left cylinder knob
- e. Left carriage release
- f. Line-space regulator
- g. Left margin stop
- h. Paper guide
- i. Paper guide scale
- j. Paper table
- k. Paperbail and bail scale
- l. Paperbail rollers
- m. Platen (cylinder)
- n. Right margin stop

- o. Paper-release lever
- p. Right carriage release
- q. Right cylinder knob
- r. Space bar

2. Electric

- a. Left margin stop
- b. Left carriage knob
- c. Paper guide
- d. Paper table
- e. Paperbail
- f. Paperbail roll
- g. Line-space regulator
- h. Paper-release lever
- i. Right carriage knob
- j. Right margin stop
- k. ON-OFF switch

C. Functional parts of the typewriter

- 1. Margin set--used to set both left and right margins.
- 2. Margin release--used to allow typing past the margins.
- 3. Tabulator--used for automatic indention.
- 4. Line-space regulator--used to set typewriter on single or double spacing.
- 5. Variable line spacer--used to adjust the line at any point.

D. Typing position

- 1. Body erect, seated back in chair
- 2. Feet flat on floor, comfortably

3. Fingers curved over home row keys
4. Wrists low and relaxed
5. Forearms similar in position to slant of keyboard, at sides of body in a comfortable position
6. Eyes on copy

E. Finger position

1. Keep fingers curved.
2. Place the fingers of left hand on a, s, d, and f.
3. Place fingers of right hand on j, k, l, and ; .
4. Hold fingers lightly just above the keys.

F. Key stroking and spacing

1. Strike each key with a firm, sharp stroke and release it quickly.
2. Keep most stroking action in the fingers.
3. Hold arms and hands quiet.
4. Snap the fingers slightly toward the palm when releasing the keys.

G. Correcting jammed keys

1. To correct a stroking fault, align fingers directly over home row keys, and improve timing of key strokes.
2. To loosen jammed keys
 - a. Use jammed key release if typewriter has this key.
 - b. Depress shift key.
 - c. Gently flick one of the jammed keys.
 - d. Push keys slightly towards the cylinder.

H. Determining words-a-minute rate

1. Five strokes equal one word.
2. Count the total number of strokes.

3. Divide the number of strokes by five.

I. Proofreading

1. Proofread every page before removing it from the typewriter.
 - a. Look at material as if it were a picture.
 - b. Read orally.
 - c. Reread silently.
2. Carefully check addresses and numbers.
3. Watch for omissions and repetitions.
4. Read for correct grammar and sense.
5. Look for enclosures or special instructions that are easily forgotten.

INFORMATION SHEET - SECTION II

II. Performance inventory

A. Number review

1. Spell out the numbers from one to ten unless used with other numbers above ten.

(NOTE: To make verification and proofreading easier, most businesses use figures in all cases.)

2. When a number starts a sentence, always spell it out.
3. When two numbers are used together, spell the shorter of the two.

(Example: ten 50-gallon drums, 350 ten-gallon drums.)

4. Within a sentence

- a. Spell out single fractions.

- b. Type in figures a series of fractions.

- (1) Correct--112, $7/8$, 3 $1/8$

- (2) Incorrect-- $1/4$, $1/10$, $2/3$ (Don't mix keyboard fractions with made fractions.)

5. When using such nouns as volume, section, and pages that have a number following, the number is in figures.

(Example: Volume III, Section 6, pages 161-201.)

6. Amounts expressed in figures

- a. Measures

(Example: 6 ft. 9 in.)

- b. Weights

(Example: 72 lbs. 2 oz.)

- c. Dimension

(Example: 45 ft. x 60 ft.)

- d. Distance

(Example: 220 miles)

e. Money

(Example: \$276, 65 cents)

(NOTE: Use "\$" in bills and tabulations.)

f. Percentage and decimals

(Example: 4 1/2%, 2.57)

(NOTE: Spell out percent in approximations and in the majority of formal writings.)

g. Hour

(Example: 10:40 a.m. or 11:30 p.m.)

h. Age

(1) Only when exact age in years, months, and days is used

(2) Approximate age in years is spelled out.

i. Addresses expressed in figures

(1) All house numbers except the number one

(2) Numbers above ten in avenues and streets

7. Two ways of indicating negative numbers in tabulations

a. Type numbers in red.

b. Put numbers in parentheses.

B. Symbol expression

1. Dash--typed by typing the hyphen twice without a space before or after the dash.

2. Degree symbol (°)

a. Turn left cylinder knob backward (down) slightly.

b. Hold in that position and type a small ° with no space between the figure and the symbol.

c. Return cylinder to line space.

3. Ditto (")

- a. If the whole line is dittos, use the word "ditto."
- b. If only a few words are dittoed, use quotation marks (") to indicate ditto.
4. Division sign ($\div$)
 - a. Type hyphen.
 - b. Backspace to type a period.
 - c. Backspace, turn cylinder knob backward (down) slightly, and type a period.
5. Equal sign (=)
 - a. Type the hyphen.
 - b. Backspace and turn cylinder knob forward (up).
 - c. Type a hyphen.
6. Exclamation point (!)
 - a. Type a period.
 - b. Backspace to type the apostrophe.
7. Feet and minutes (')--type the apostrophe with the figure.
8. Inches and seconds (")--type the quotation mark with the figure.
9. Minus sign (-)--hyphen with a space before and after the symbol.
10. Multiplication sign (x)--type small x with a space before and after the symbol.
11. Plus sign (+)
 - a. Type the diagonal (/).
 - b. Backspace to type the hyphen through the diagonal ($\neq$).

C. Capitalization

1. Capitalize the first word of each sentence.
2. Capitalize the first word after a colon if the word begins a complete sentence.

3. Capitalize all words in titles of books, periodicals, headings, plays, and articles, except words of four letters or less.
4. Capitalize an official title if it precedes a name.
5. Do not capitalize business titles used without the name of a person.
6. Capitalize all proper nouns.
7. Capitalize the names of the days of the week, months, holidays, and historic events.
8. Capitalize geographic regions.
9. Capitalize street, avenue, and company when used as proper nouns.
10. Capitalize names of organizations, clubs.

D. Punctuation

1. Period usage

- a. At the end of a sentence, followed by two spaces
- b. Used after abbreviations
(Example: Dr. J. C. Jones)

2. Comma usage

- a. To set off words of direct address
(Example: Will you, Miss Jones, make the appointment?)
- b. To set off an introductory expression, word, phrase, or clause
(Example: After leaving the building, he found he had left his billfold in the room.)
- c. To set off a parenthetical expression or a clause not necessary to the meaning of the sentence
(Example: The story, which was partly true, was changed several times.)
- d. Before short direct quotations

(Example: He asked, "When will John arrive?")

- e. To separate the day from the year

(Example: They arrived August 10, 1976, and stayed four weeks.)

- f. To separate adjectives

(Example: It has been a long, difficult task.)

- g. With unrelated groups of figures

(Example: In the year 1971, 1,010 people gathered 451,496 signatures, 590,712 birthdates, and 329,600 telephone numbers.)

3. Exclamation mark usage - after emphatic interjections or exclamatory phrases or sentences.

(Example: They shouted "Help!" What a wonderful surprise!)

4. Question mark usage - after a direct question

(NOTE: A period is used after a request.)

(Example: Where are they going? May we have your completed application by June 7.)

5. Dash usage - two hyphens with no spaces before, between, or after them.

- a. For emphasis

- b. To indicate a change of thought

- c. To list an author or reference following a direct quotation

(Example: "To be or not to be."--Shakespeare)

6. Colon usage

- a. Preceded by no space, followed by two spaces

- b. To introduce an enumeration or a listing, a long direct quotation or a question, and between hours and minutes (10:45 a.m.)

7. Hyphen usage

- a. No spaces before or after it

- b. To join compound numerals
(Example: twenty-one to ninety-nine)
 - c. With compound adjectives before a noun
 - d. In a series of hyphenated words having the same ending
(Example: first-, second-, third-class mail)
8. Parenthesis usage (leave one space before left parenthesis, one space after right)
- a. To enclose parenthetical or explanatory matter
 - b. To enclose letters or figures for enumerated items
 - c. For enclosing figures to clarify written words
(Example: three hundred (300))
9. Underline usage (start with beginning of item and end with last stroke)
- a. For titles of books, names of magazines, and newspapers
 - b. To call attention to special words or phrases
10. Quotation marks usage (leave one space before left ", one space after right ", no spacing inside "")
- a. To enclose a direct quotation
 - b. To enclose the title of an article
11. Semicolon usage (preceded by no spaces, followed by one space; place semicolon outside quotation marks)
- a. To separate parts of a compound sentence when there is no conjunction
 - b. When the parts of a compound sentence are joined by a conjunctive adverb
(Example: however, consequently, etc.)
 - c. When necessary to separate a series of phrases or clauses when introduced by a colon

12. Apostrophe usage (generally no spaces before or after)
 - a. As a symbol for feet
 - b. To indicate omission of figures
 - c. To indicate omission of letters
 - d. To show plurality of figures, letters, or words
 - e. To show possession
 - i. Of a singular noun, add apostrophe (') and "s"
 - ii. After plural nouns ending in "s", add apostrophe (') only
 - iii. Add apostrophe (') and "s" to plural noun that doesn't end in "s"
 - iv. If joint or possession of two or more, add apostrophe (') with last noun
 - v. To a proper name of one syllable by adding apostrophe (') and "s"
 - vi. To proper name of more than one syllable which ends in "s", add apostrophe (') only

E. Setting and justifying margins

1. For all typewriters (pica or elite), make a crease vertically down a sheet of paper.
2. Insert the creased paper into the machine, placing the crease line up 50. Adjust the paper guide at the left of paper. Now the center is 50.
3. To have the material centered horizontally, margin stops should be set on the left and right margins.
4. After the bell rings, machines will vary from three to seven spaces before, the right margin locks. Taking this into consideration, five spaces are usually added to the right margin.
5. Margins for a 50-space line
 - a. Divide $50 \div 2 = 25$. Half of the line space is needed to the left of center and half to the right.

- b. The center of the machine is 50. To get the left margin, subtract 25 from 50; 25 is the left margin.

$$\begin{array}{r} 50 \\ - 25 \\ \hline 25 \text{ left margin} \end{array}$$

- c. Right margin is determined by adding 25 (plus 5 for the bell) to 50.

$$\begin{array}{r} 50 \\ + 25 \\ + 5 \\ \hline 80 \text{ right margin} \end{array}$$

6. Margins for a 60-space line

- a. Divide 60 by 2 = 30.

- b. Left margin

$$\begin{array}{r} 50 \text{ center} \\ - 30 \\ \hline 20 \end{array}$$

- c. Right margin

$$\begin{array}{r} 50 \text{ center} \\ + 30 \\ + 5 \text{ bell} \\ \hline 85 \end{array}$$

7. Margins for a 70-space line

- a. Divide 70 by 2 = 35

- b. Left margin

$$\begin{array}{r} 50 \text{ center} \\ - 35 \\ \hline 15 \end{array}$$

- c. Right margin

$$\begin{array}{r} 50 \text{ center} \\ + 35 \\ + 5 \text{ bell} \\ \hline 90 \end{array}$$

8. To convert inches to spaces

- a. Determine whether a pica or elite machine is used.

(NOTE: 10 pica spaces = one inch

12 elite spaces = one inch)

- b. Multiply the inches times the number of spaces to an inch to arrive at the space line to be used.

(Example: Elite Machine

4-inch line--4 x 12 = 48 (round
to 50-space line)

5-inch line--5 x 12 = 60-space line

6-inch line--6 x 12 = 72 (round
to 70-space line)

(NOTE: Always round to a base-ten number.)

9. To justify right margin--to make the right margin come out even--leave extra spaces throughout the sentence to make the margin even. The spaces should be distributed so they are least noticeable.

F. Centering and alignment

1. Horizontal centering

- a. For ease in centering, use 50 as the middle of machine. (Refer to setting margins if needed.)
- b. Clear margins stops.
- c. Clear all tabs stops.
- d. Move carriage to center point (50).
- e. Backspace from center one space for each two letters, spaces, or figures.
- f. Type line at point where backspacing ended.

2. Spread centering (Spacing between each letter once and three times between words)

- a. Backspace from center once for each letter, figure, and space in the title.
- b. Type the heading, spacing once between letters and figures and three times between words.

3. Vertical centering

- a. If single spacing is used, there are no extra line spaces between lines.

- b. If double spacing is used, there is one blank line space between lines.
- c. If triple spacing is used, there are two blank line spaces between lines.
- d. Count all lines required to type problem, including headings and blank line spaces.
- e. Subtract the lines required to type the problem from the total lines available (66 full sheet; 33 half sheet).
- f. Divide the remaining number of lines by two to get the top and bottom margins. Drop all fractions.

(Example: Twenty-one line spaces are to be typed on a full sheet of paper.

$$\begin{array}{r} 66 \\ - 21 \\ \hline 45 \end{array} \div 2 = 22 \frac{1}{2} - \text{drop the } \frac{1}{2}$$

(NOTE: Begin typing on line 23 from the top of the page.)

4. Alignment

- a. To be able to align material easily, one needs practice and knowledge of a machine as each machine differs slightly.
- b. Type a short sentence.
- c. Study the typed sentence, noting the scale to the bottom of the letters.
- d. Remove the paper; reinsert it, noting the line in regard to the way it looked before being removed from the typewriter. Using the variable line spacer to move the material up or down and the paper release to move the paper to the left or right, align the paper and type over one of the letters.
- e. Check the accuracy of your alignment by changing the ribbon position to stencil and typing over one of the letters.
- f. Type over one of the words to check the alignment, moving the paper to the left or right or up and down as necessary.

G. Tabulation

1. To determine margins for tabulated materials
 - a. Count the longest line in each column of the material.

(NOTE: Consider column titles as a line in the column.)
 - b. Determine the number of spaces between columns, depending on the length of the columns and the number of columns in the material.
 - c. Add the number of spaces in the longest line and the number of total spaces between all columns. This will be the correct space-line.
 - d. Determine the left margin by horizontal centering.
2. To determine column tab stops
 - a. Clear all tab stops.
 - b. Return to the left margin.
 - c. Space forward one space for each stroke (letter, symbol, figure, and space) in longest line of the first column and for every space to be left between the first and second column.
 - d. Set a tab stop which will be the beginning of the second column.
 - e. Next, space once for each stroke in the second column and every space between the second and third column.
 - f. Set a tab stop.
 - g. Follow same procedure for all columns.
3. To center a column title
 - a. Count the number of strokes in the longest line.
 - b. Count the number of strokes in the title.
 - c. Subtract the smaller number from the larger number and divide the answer by two.
 - d. Space in from the beginning margin of the longest line the same number of spaces as the answer for c above and type the title.

e. Column titles are underscored.

4. Titles and main heading

- a. The main heading of a tabulation problem, report, speech, etc. is in all capitals, followed by a triple space or double space with a secondary heading.
- b. The secondary heading is preceded by a double space and followed by a triple space.
- c. Column titles are preceded by a triple space and followed by a double space.

Example: Main Heading
 DS
 Secondary Heading
 TS
 Column Titles

H. Drawing ruled lines

1. Horizontal

- a. Place pencil or pen point in one of the notches on the cardholder.
- b. Depress the carriage release lever (not applicable on IBM Selectric).
- c. Pull the carriage to draw the line.

(NOTE: On Selectric, press space bar or tab key.)

2. Vertical

- a. Release the line finder.
- b. Place pencil or pen point in one of the notches on the cardholder.
- c. Roll the carriage up the page until the line is of the desired length.
- d. Remove the pencil or pen.
- e. Reset the line finder.

I. Word division

1. Divide a word between syllables. Type a hyphen (-) at the end of the line to indicate the division.

Type the remainder of the word on the next line.

2. Do not divide a word with five or less letters.
3. Do not divide
 - a. A one-letter syllable at the beginning or end of a word.
(Example: obituary, dairy)
 - b. A syllable without a vowel.
(Example: couldn't)
 - c. A two-letter syllable at the end of a word.
(Example: finally)
 - d. After a two-letter syllable at the beginning of a word. (In certain cases it is permissible to divide after a two-letter syllable at the beginning of a word.)
4. Avoid dividing initials, numbers, proper names, and abbreviations. A surname may be separated from the initials or given name when necessary.
5. Divide after a one-letter syllable within a word, unless it is followed by "ble," "bly," "cle," or "cal."
(Example: depend-able)
If two one-letter syllables come together, divide between the vowels.
(Example: gradu-ation)
6. When dividing words, type "cial," "tial," "cion," "sion," or "tion" as a unit.
(Example: incur-sion)
7. If the final consonant in a word is doubled when a suffix is added, divide between the double letters.
(Example: control-ling)

When a syllable is added to a word that already ends in double letters, divide the word after the double letter.
(Example: fill-ing)

8. Divide a hyphenated or compound word only at the hyphen.

(Example: son-in-law)

9. If dividing parts of the date is necessary, separate between the day and the year
10. Avoid dividing words on more than two successive lines or the final word on a page.

J. Correcting errors

1. Erasing

- a. Depress margin release key and move the carriage to the extreme left or right to prevent erasure crumbs from falling into the machine.
- b. Turn the cylinder forward if the erasure is to be made on the upper two-thirds of the paper; backward for the lower third of the paper.
- c. To erase on the original, lift up the paper bail; place a 3" x 5" card in front of the carbon sheet. Use an eraser shield to protect the writing that will not be erased. Brush the erasings from the typewriter.
- d. Move the protective card to the next carbon when applicable. Erase errors on the first carbon with a soft eraser, then with a hard typewriter eraser.
- e. When the errors have been erased, remove the protective card, reposition the carriage, and type the necessary correction.

2. Crowding-- When a letter has been omitted, it is often possible to squeeze it into half spaces.

- a. Erase a few letters around the position of the letter to be added.
- b. On a manual, hold the backspacer down slightly so that the key is in the position needed. On an electric, move the carriage back slightly manually. (Not applicable on IBM Selectric.)
- c. Strike the key.
- d. Repeat the process until all letters of the words are added.

3. Spreading -- When too many letters have been typed, it is often possible to retype a word in more space than it normally would be typed.
 - a. Erase the unwanted letter and one more.
 - b. Position the letter to be spread.
 - c. Strike key.
 - d. Repeat process until all work is complete.

3. If possible, use a cleaning sheet--paper with chemically treated fiber surface that picks up dirt from the keys or ball. To use, insert into typewriter, set ribbon on stencil, set machine on maximum pressure, strike each key several times.

III. Typewriter safety and maintenance

A. Safety procedures

1. Be sure electric cord is properly plugged into the outlet.
2. Pull the electrical plug from the socket by the plug and not the cord to prevent shock, shorting socket, and ripping the cord.
3. Be sure the machine is OFF when cleaning or replacing ribbons.
4. Do not use metal objects in or around machine, especially when it is ON.
5. Secure hair away from the typewriter.
6. Remove loose jewelry or scarves.

B. Cleaning the typewriter

1. To prevent accumulation of dust:
 - a. Never erase over the type basket. Move the carriage to one side to erase.
 - b. Always cover the typewriter at the end of the work day. Clean cover periodically with a damp cloth.
2. Dust daily.
 - a. Use a long-handled brush for hard-to-reach parts.
 - b. Brush away from the mechanism.
 - c. Wipe under the machine.
3. Clean keys frequently with one of the following:
 - a. Cleaning sheet--paper with chemically treated fiber surface that picks up dirt from the keys or ball. To use, insert into typewriter, set ribbon on stencil, set machine on maximum pressure, strike each key several times.
 - b. Plastic type cleaner--plastic which removes dirt from keys when it is pressed firmly against them.

- c. Short-bristled brush--brush used in a tapping motion to clean keys. Clean the brush by rubbing it on paper.
- d. Spray or fluid cleaner--used sparingly, cleans dirt from keys.
- 4. Cylinder protection
 - a. Clean with soft cloth.
 - b. If possible, remove and dust the trough.
- 5. Lubrication
 - a. Used on the carriage rail, only
 - b. Oil lightly
 - c. Keep oil away from rubber parts.
- C. Releasing paper feed rollers--when the typewriter is not in use prevents flat spots from developing.
- D. Changing ribbons
 - 1. Wind ribbon onto one spool (usually the right).
 - 2. Raise and lock ribbon carrier.
 - a. Depress the shift lock.
 - b. Move the ribbon control to the lower portion of the ribbon.
 - c. Depress and lock any two central keys.
 - 3. Remove the ribbon from the carriage and both spools.
 - 4. Hook the new ribbon onto empty spool and wind several inches on it.

(NOTE: Be sure the ribbon winds and unwinds in the proper direction.)
 - 5. Place spools on their holders and thread ribbon through ribbon carrier.
 - 6. Release shift lock, replace ribbon indicator, and unlock the keys.
- E. Changing ribbon cartridges
 - 1. Remove old ribbon.

- a. Center the carrier and turn off machine.
- b. Lift cover.
- c. Keep paper bail against the platen.
- d. Move ribbon load lever (A) to position one.
- e. Hold cartridge in both hands and lift straight up.

2. Install new ribbon.

- a. Put ribbon leader (uninked part) over outside of the guidepost (B) and ribbon guides (C and D).

(NOTE: Otherwise, ribbon will break.)

- b. Position the cartridge so that it fits between the spring clips (E). Push down the cartridge firmly.
- c. Thread the leader through the ribbon guides (C and D).
- d. Turn the knob on the cartridge in the direction of the arrow until the leader is past the right ribbon guide (D).
- e. Move the ribbon load lever (A) to type position (2).
- f. Close cover.

F. Changing correcting tape

1. Removing old tape

- a. Move tape-load lever (A) to the right.
- b. Lift out the empty tape spool (B). (Twist slightly clockwise.)
- c. Remove take-up spool.

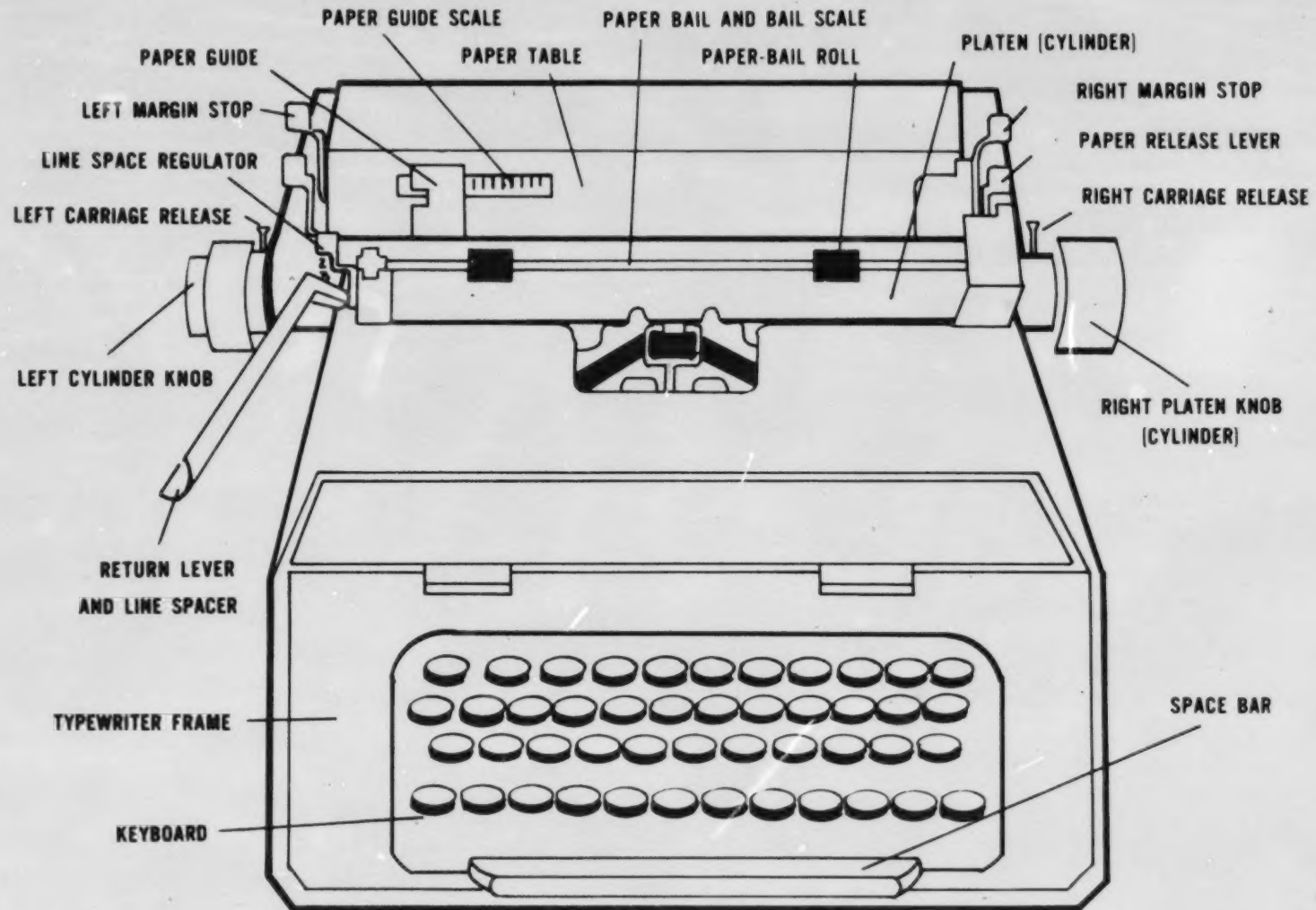
2. Installing new tape

(NOTE: Be sure to use tape with a spool which is color-coded with the knob on the ribbon.)

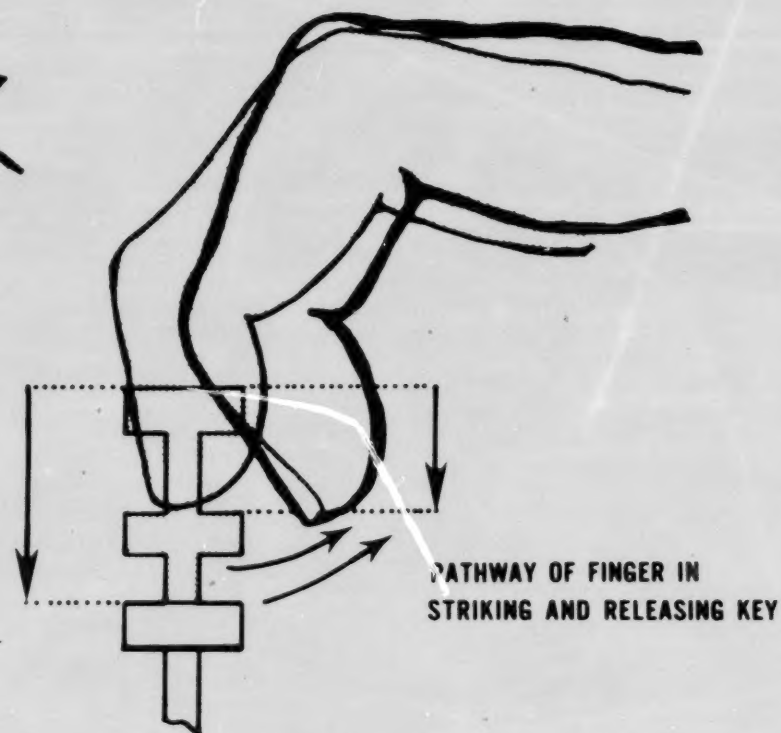
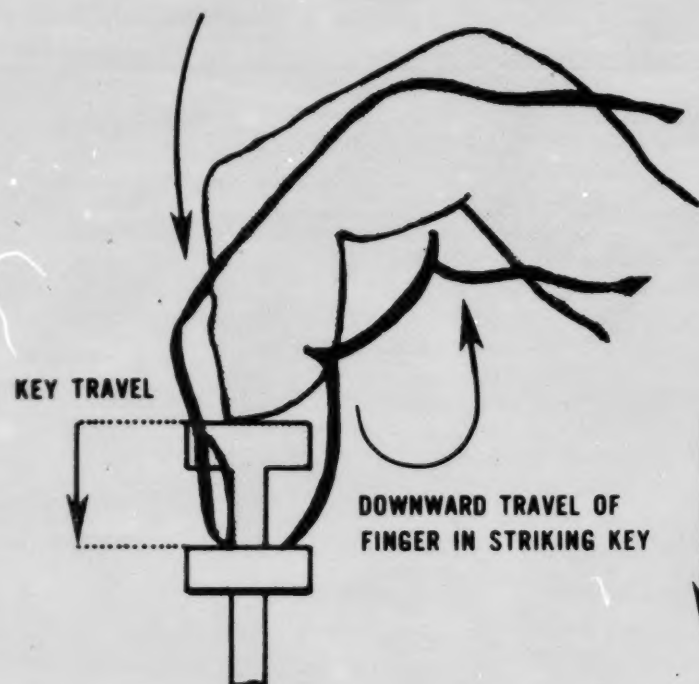
- a. Separate the spools gently, but keep them connected by the tape leader.

- b. Place the new spool (B) on the left spindle.
- c. Thread leader through the guide (C) behind the separator wire (E) and behind roller (D).
- d. Place the take-up spool (F) on the right spindle. Turn the take-up spool in the direction of the arrow until the leader is past the roller.
- e. Close the tape-load lever (A).

PARTS OF A MANUAL TYPEWRITER



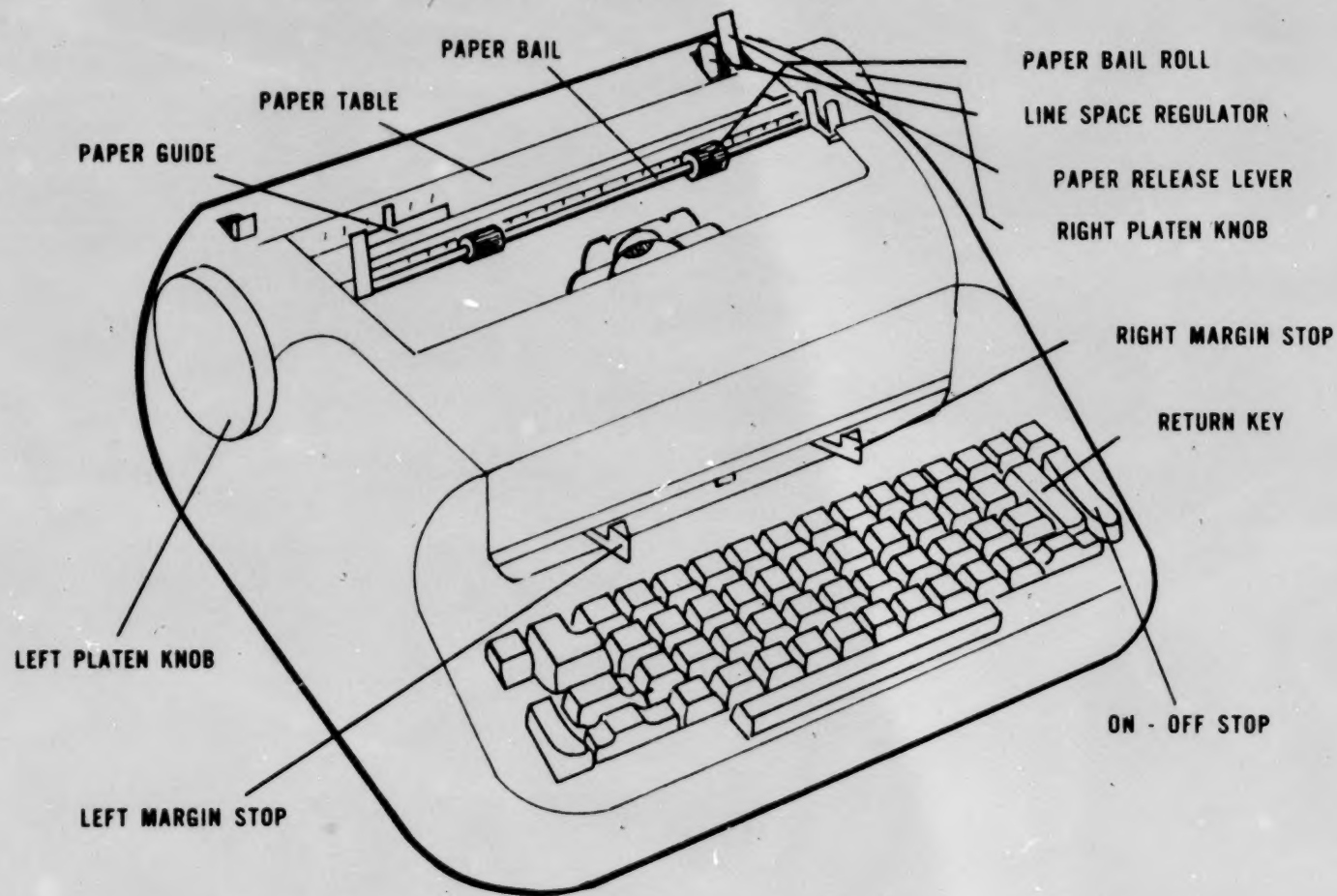
STROKING TECHNIQUES



CORRECT TYPING POSITION INCORRECT TYPING POSITION



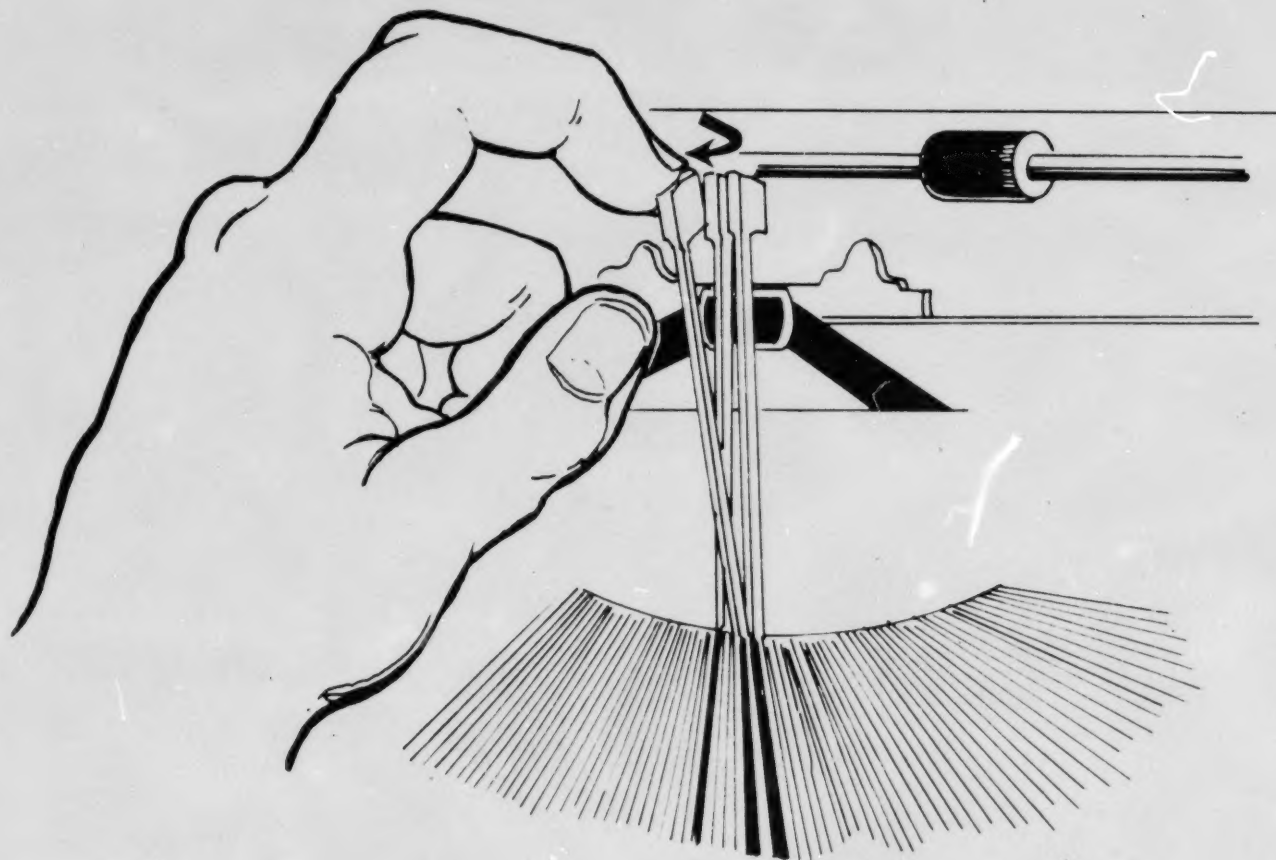
PARTS OF AN ELECTRIC TYPEWRITER



FINGER POSITIONS



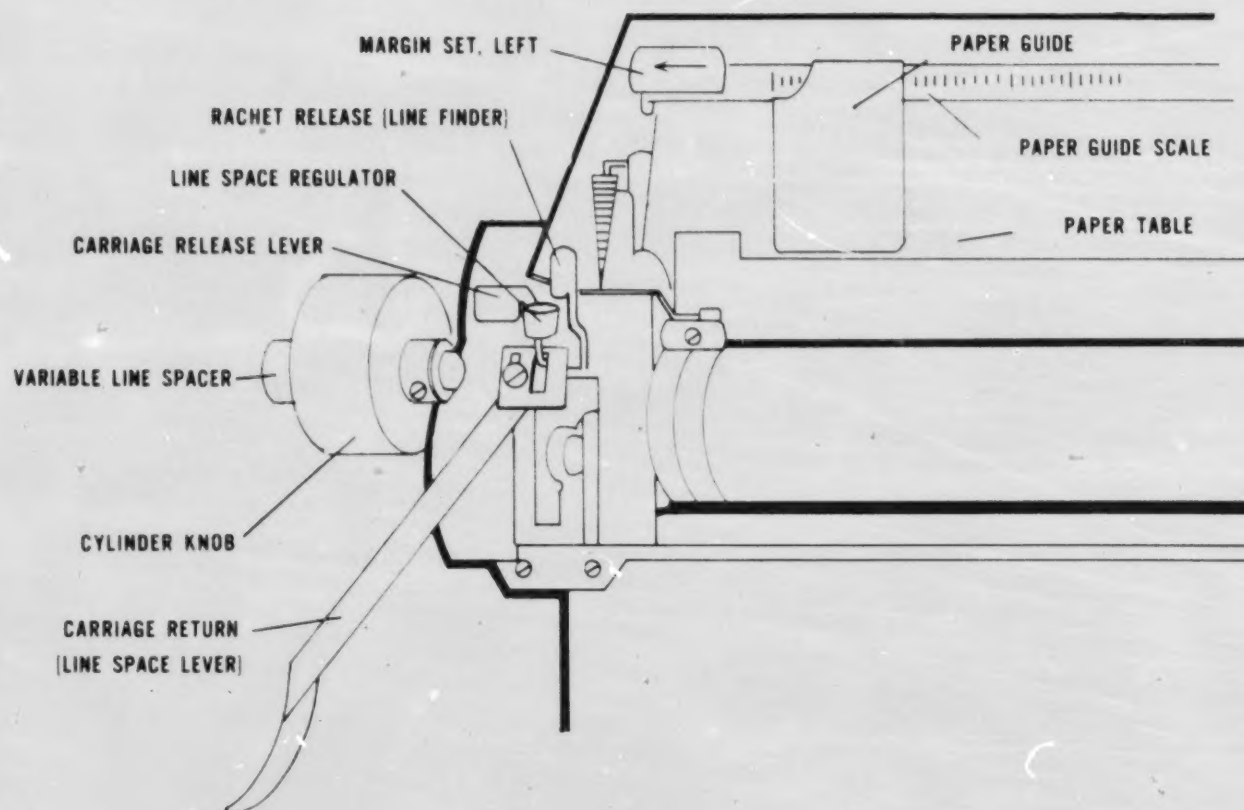
CORRECTING JAMMED KEYS



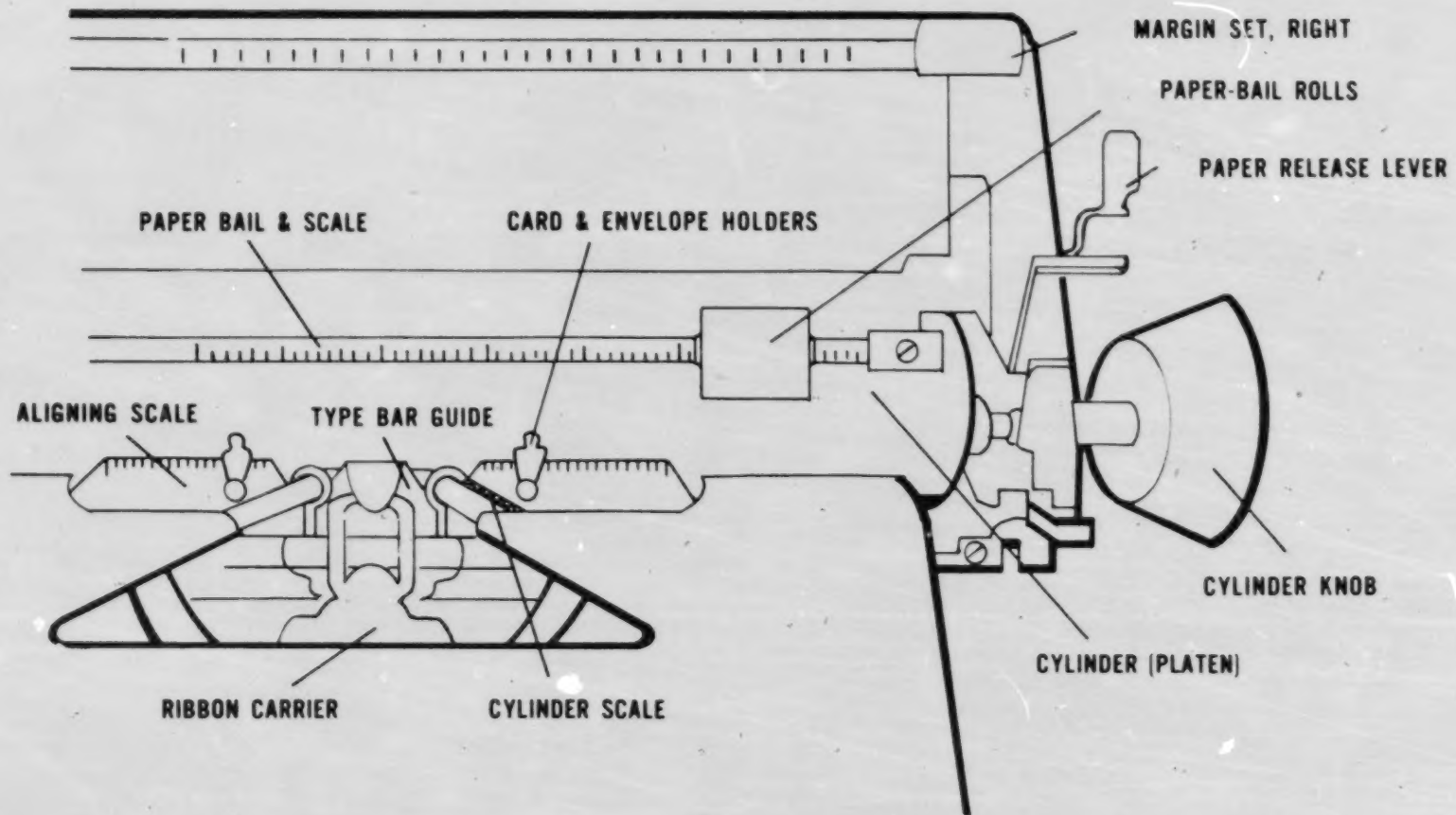
14.0900-I-TM-6

I-41

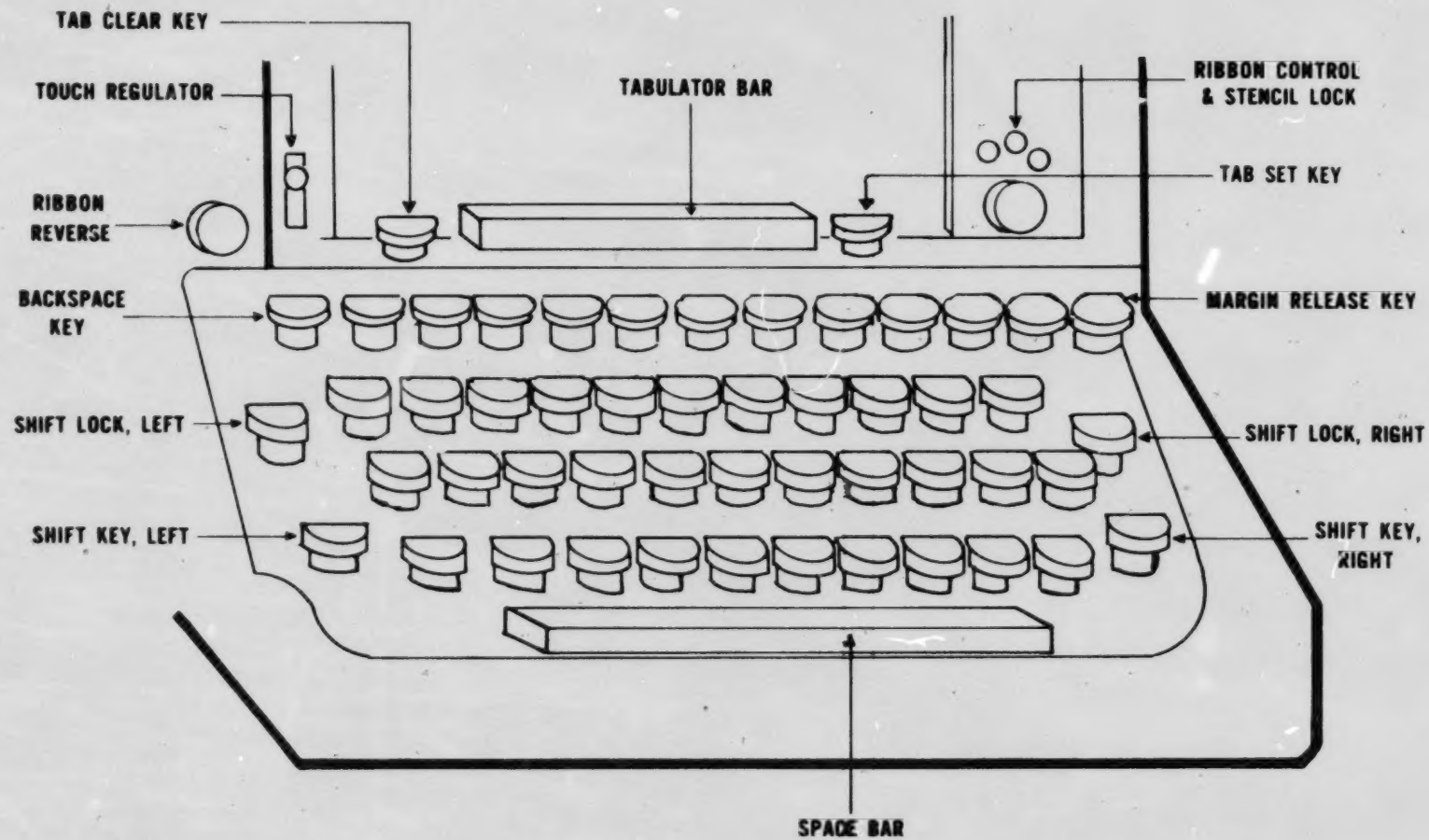
OPERATIVE PARTS - TOP LEFT SECTION



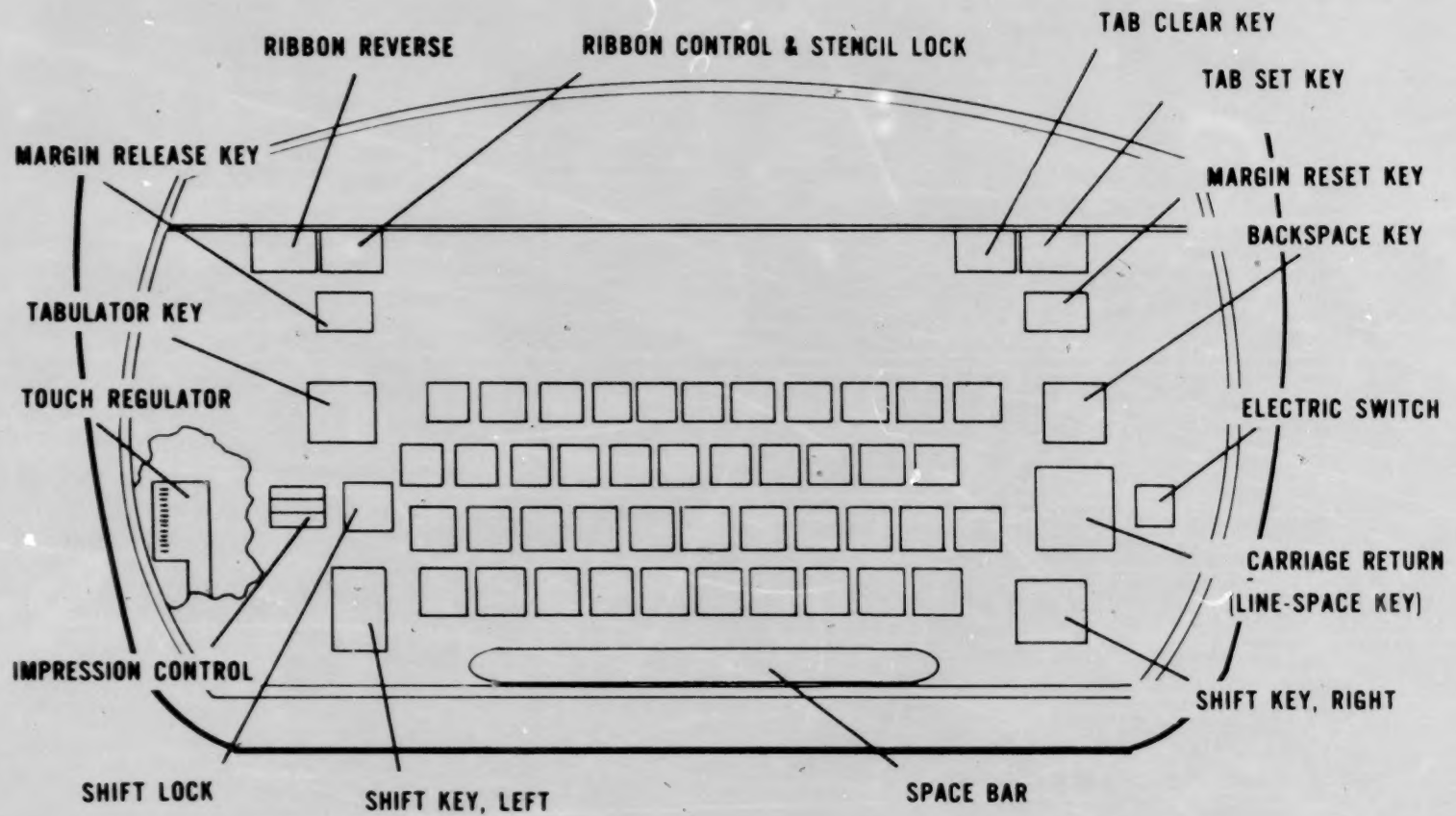
OPERATIVE PARTS - TOP RIGHT SECTION



LOWER SECTION OF A MANUAL TYPEWRITER



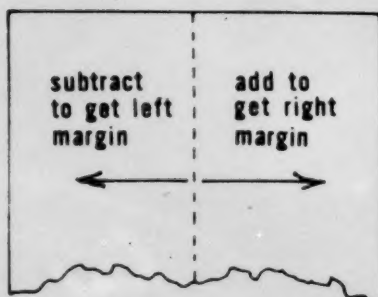
LOWER SECTION OF AN ELECTRIC TYPEWRITER



14.0900-I-TM-10

I-49

MARGINS - ELITE AND PICA



For an elite machine with 50 as center

<u>50 space line</u>		<u>60 space line</u>		<u>70 space line</u>	
50 divided by 2=25		60 divided by 2=30		70 divided by 2=35	
50	50	50	50	50	50
- 25	+ 25	- 30	+ 30	- 35	+ 35
<u>25</u>		<u>20 L</u>	<u>+ 5</u>	<u>15 L</u>	<u>+ 5</u>
Left Margin		80 Right Margin		85 R	

4 inch line = $4 \times 12 = 48 = 50$ space line

5 inch line = $5 \times 12 = 60$ space line

6 inch line = $6 \times 12 = 72 = 70$ space line

For a pica machine with 42 as center:

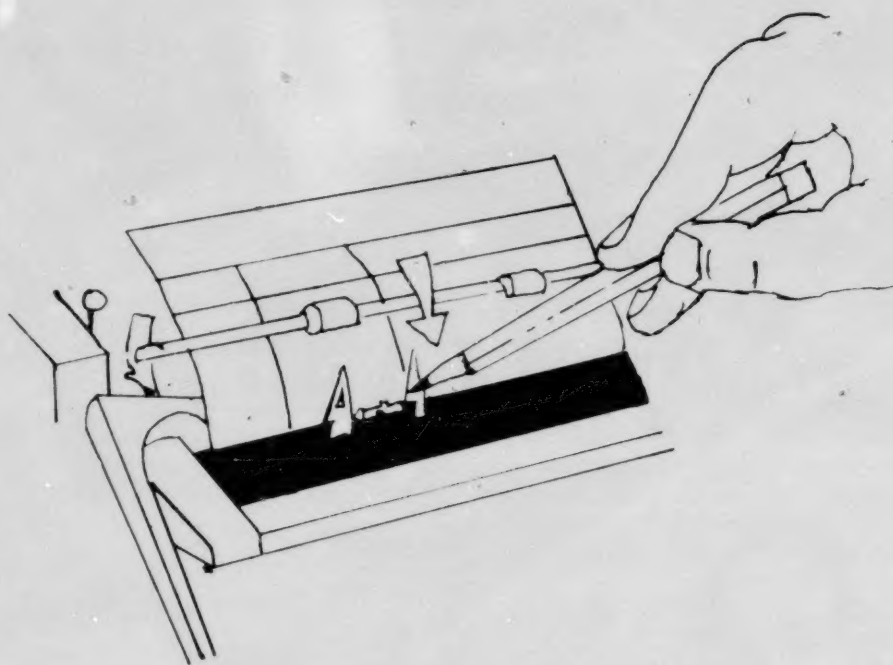
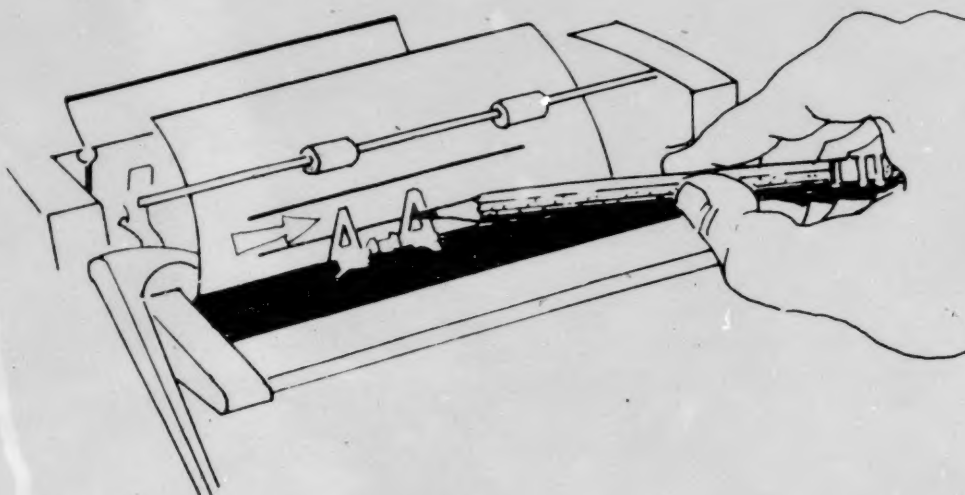
<u>50 space line</u>		<u>60 space line</u>		<u>70 space line</u>	
50 divided by 2 = 25		60 divided by 2 = 30		70 divided by 2 = 35	
42	42	42	42	42	42
- 25	+ 25	- 30	+ 30	- 35	+ 35
<u>17 L</u>		<u>12 L</u>	<u>+ 5</u>	<u>7 L</u>	<u>+ 5</u>
	+ 5 bell				
	<u>72 R</u>		<u>77 R</u>		<u>82 R</u>

4 inch line = $4 \times 10 = 40$ space line

5 inch line = $5 \times 10 = 50$ space line

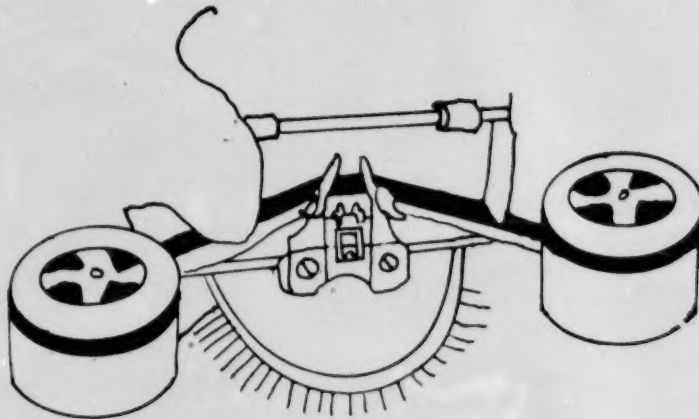
6 inch line = $6 \times 10 = 60$ space line

DRAWING RULED LINES

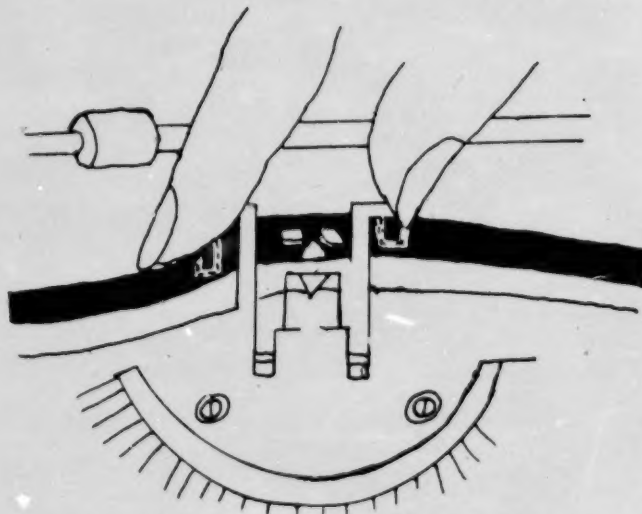


CHANGING TYPEWRITER RIBBONS

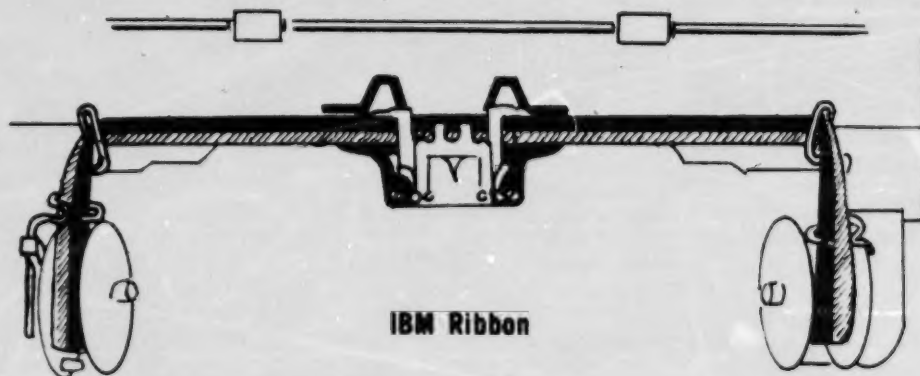
I-55



Path of the Ribbon as it Winds and Unwinds on the Two Spools



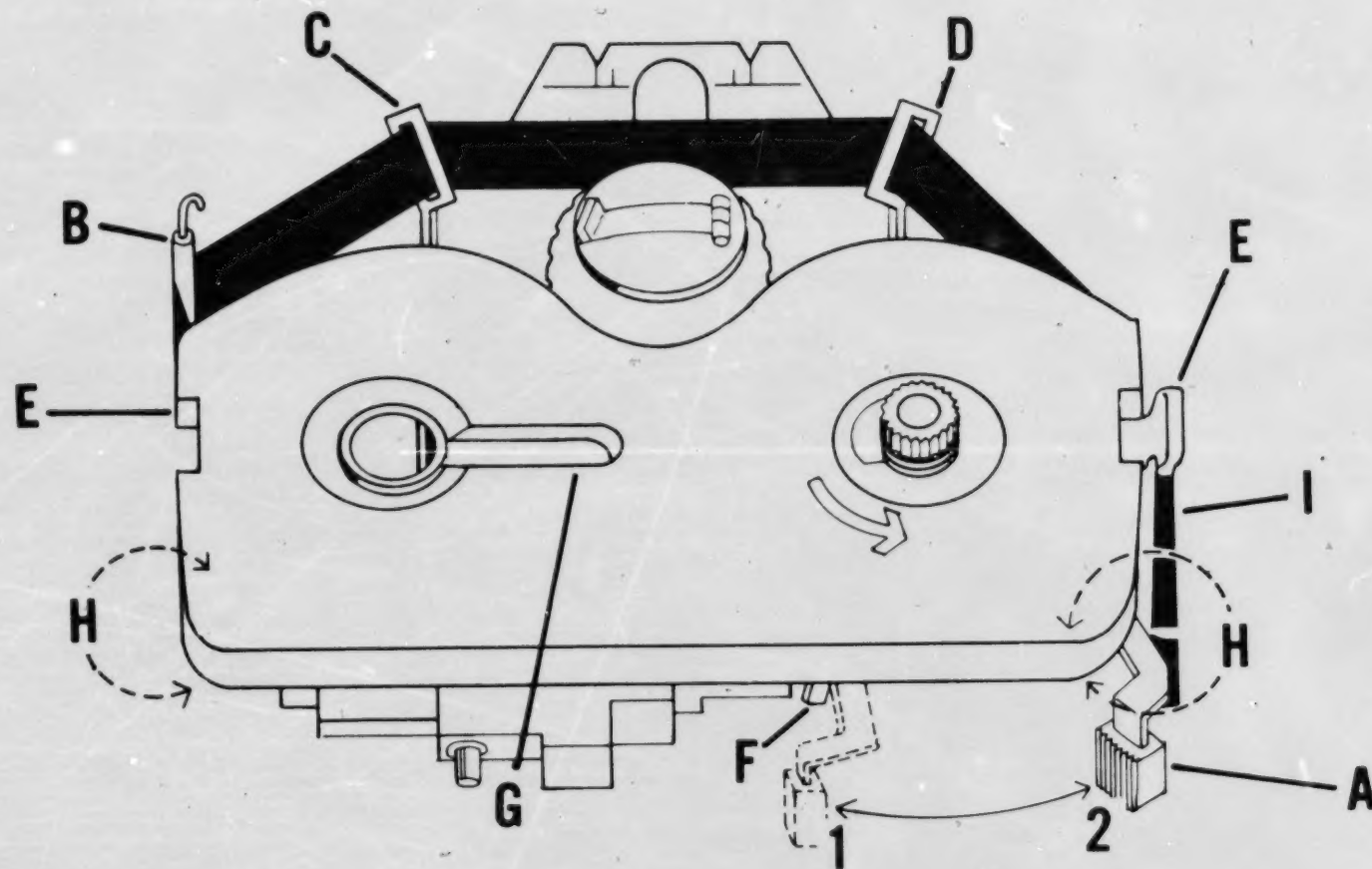
Ribbon Threaded Through the Ribbon-Carrier Mechanism



IBM Ribbon

14.0900-I-TM-13

CHANGING TYPEWRITER CARTRIDGES



A detailed line drawing of a mechanical cipher device, likely a rotor-based machine. The device consists of a main body with two circular openings on the front. A horizontal bar or rotor assembly is positioned above the front opening. A large gear (B) is connected to the left side of this bar. A key (C) is shown interacting with the gear. A central rotor (E) is mounted on the bar, with a vertical shaft passing through it. A handle (D) is attached to the right side of the bar. A circular component (F) is located on the right side, with a dashed line indicating its movement. A small rectangular component (A) is shown at the bottom right, with a dashed line indicating its path. The diagram is labeled with letters A through F, corresponding to the parts described in the text.

14.0900

UNIT I

REFINING TYPING TECHNIQUES

ASSIGNMENT SHEET #1--CORRECTING ERRORS

Directions: In all of the exercises in this unit, erase and correct, or crowd and spread all your errors, using the methods described in the information sheet. Do not use correction tape or liquid. Be sure to proofread all work.

14.0900

UNIT I

REFINING TYPING TECHNIQUES

ASSIGNMENT SHEET #2--SELF-CHECK LIST

Directions: In the following exercise, assume your normal typing position and finger position, and practice keystroking and spacing. Evaluate these points critically. Complete the self-check list by placing a check (✓) in the appropriate column: Correct, Needs Improvement, Incorrect. Now reassume the typing position. Try to improve it in accordance with the self-check list. Next, place your fingers in your normal finger position. Make any needed corrections. Finally, practice key-stroking and spacing, noting how you might improve your methods.

SELF-CHECK LIST

TYPING POSITION	Correct	Needs Improvement	Incorrect
1. Body erect			
2. Sits back in chair			
3. Feet flat on floor, comfortably			
4. Curved fingers			
5. Fingers over home-row keys			
6. Holds wrists low and relaxed			
7. Forearms similar in position to slant of keyboard			
8. Forearms at sides of body in comfortable position			
9. Eyes on copy			
FINGER POSITION			
1. Curves fingers			

FINGER POSITION	Correct	Needs Improvement	Incorrect
2. Left fingers on a, s, d, and f			
3. Right fingers on j, k, l, and ;			
4. Holds fingers lightly on keys			
KEYSTROKING & SPACING			
1. Strokes firmly and sharply			
2. Releases key quick- ly			
3. Stroking action mostly in fingers			
4. Holds arms and hands quietly			
5. Snaps fingers slightly toward the palm when releasing keys			

14.0900

UNIT I

REFINING TYPING TECHNIQUES

ASSIGNMENT SHEET #3--NUMBER REVIEW

Directions: Type the following sentences using the proper rules concerning numbers. The underlined items are to be corrected as you are typing.

1. There were one hundred boys, 225 girls, and seven adults in attendance.
2. There will be 110 2-gallon jugs and 10 20-gallon jugs to use next week.
3. Add one-fourth, $3/8$, 3 one-half, and $3/16$.
4. 25 people worked on the report.
5. John Brown is barely four ft. three in.
6. We hope to move the furniture from 2164 8th Avenue to 341 1st Street tomorrow.
7. There were 16% of the loans made at 5 1/2 percent.

14.0900

UNIT I

REFINING TYPING TECHNIQUES

ASSIGNMENT SHEET #4--SYMBOL EXPRESSION

Directions: Type the following sentences, using the proper symbol where indicated.

1. Wives are liable (dash) to the same extent as their husbands (dash) for their personal debts.
2. Yesterday, the temperature reached the 98 (degree) mark.
3. 144 (divided by) 21 (equals) 12.
4. Oh (exclamation) What a day.
5. I need a board cut 4 (feet) 3 (inches) long.
6. 97 (minus) 11 (equals) 86.
7. 9 (times) 9 (equals) 81.
8. 8 (plus) 8 (equals) 16.

14.0900

UNIT I

REFINING TYPING TECHNIQUES

ASSIGNMENT SHEET #5--CAPITALIZATION

Directions: Type the following sentences capitalizing where necessary.

1. you will find it valuable to learn all you can about business letters.
2. Do this today: check the supplies in the closet and order what is needed.
3. Have you checked out your new typing book, century 21 typewriting?
4. Are you going to see doctor Jones today?
5. Yesterday, Jane was called to the dean to check on her credits for graduation.
6. On friday, Sept. 1, we will have a shakespearean play in the auditorium.
7. This summer I visited points of interest in the west and south.
8. Turn left on main avenue and then right on jackson street.
9. Tonight the chamber of commerce will meet at 7 p.m.
10. Each season--fall, winter, spring, and summer--has its advantages and disadvantages.

14.0900

UNIT I

REFINING TYPING TECHNIQUES

ASSIGNMENT SHEET #6--PUNCTUATION

Directions: Type the following sentences using punctuation rules. The underline indicates where punctuation must be inserted as you are typing.

1. Jerry Bennett may go on the trip_ Dawn Sleigh, however, may not go until tomorrow_
2. J. J. Gills, of Jorres, Inc_, is the manager of the Y_M_C_A.
3. The invoice amounting to \$61_45 is dated February 16_1976.
4. When Darrell leaves_ he will take his briefcase_ a notebook_ and his cassette.
5. Thoreau once said_ "Be not simply good: Be good for something."
6. The superintendent_ Mr. Long_ said, "Tell my associate_ Mrs. Gerald_ to come to my office."

14.0900

UNIT I

REFINING TYPING TECHNIQUES

ASSIGNMENT SHEET #7--SETTING MARGINS

Directions: Using 50 as the center of your machine:

1. Figure the margins for a 50-space line on an elite machine.
2. Figure the margins for a 60-space line on an elite machine.
3. Figure the margins for a 70-space line on an elite machine.
4. Convert a 4" line to spaces on an elite machine.
5. Convert a 5" line to spaces on an elite machine.
6. Convert a 6" line to spaces on an elite machine.
7. Write a sentence or two on how to justify the right margin.

14.0900

UNIT I

REFINING TYPING TECHNIQUES

ASSIGNMENT SHEET #8--HORIZONTAL CENTERING

Directions: Type the following lines as directed.

1. Center the following line horizontally:

"Red, rugged baby buggy bumpers"

2. Center the following title using spread centering:

Quarterly Report--XYZ Company

14.0900

UNIT I

REFINING TYPING TECHNIQUES

ASSIGNMENT SHEET #9--VERTICAL CENTERING

Directions: Center the following announcement in exact vertical center on a half sheet. Center each line horizontally and double space.

Announcing

Office Education Association
Employer-Employee Banquet
Camelot Room-- Sheraton Hotel
Thursday, January 12, 1976 6:30 p.m.
Speaker: Dr. J. E. Smith
Topic: The Leaders of Tomorrow

14.0900

UNIT I

REFINING TYPING TECHNIQUES

ASSIGNMENT SHEET #10--ALIGNING

Directions: Complete the following assignment as directed.

1. Type the following sentence:

Tomorrow is the big day.

2. Take the paper out of the typewriter.
3. Reinsert the paper and type over the words "big day."

14.0900

UNIT I

REFINING TYPING TECHNIQUES

ASSIGNMENT SHEET #11--WORD DIVISION

Directions: Make a list of 20 words at random. Exchange word lists with someone else in the class. Divide these words according to the rules given in the information sheet. If there is doubt, consult the dictionary.

14.0900

UNIT I

REFINING TYPING TECHNIQUES

ASSIGNMENT SHEET #12--TYPEWRITER SAFETY

Directions: Describe in your own words how accidents might occur that deal with the typewriter. Then discuss how these accidents might be prevented.

14.0900

UNIT I

REFINING TYPING TECHNIQUES

ASSIGNMENT SHEET #13--TYPEWRITER MAINTENANCE

Directions: Make an attractive bulletin board display of the facets of Typewriter Maintenance. First, have individuals or groups design several ideas on paper and explain them to the class. From these, decide on one or a combination of several from which to make the bulletin board display. Pictures may be drawn or cut out of magazines. Obtain special pictures from typewriter supply catalogs. Examples of bulletin boards might be: "Helpful Hints in Typewriter Maintenance"; "Do's and Don'ts in Typewriter Maintenance"; caricatures of poor typewriter maintenance; display of "Items Used in Typewriter Maintenance"; or even a bulletin board styled after a newspaper. Be creative; use catchy headings; and work together cooperatively.

14.0900

UNIT I

REFINING TYPING TECHNIQUES

ANSWERS TO ASSIGNMENT SHEETS

Assignment Sheet #1

Evaluated to the satisfaction of the instructor.

Assignment Sheet #2

Evaluated to the satisfaction of the instructor.

Assignment Sheet #3

1. 100, 7
2. two, ten
3. $1/4$, $1/2$
4. Twenty-five
5. 4 feet 3 inches
6. Eighth, First
7. 16 percent, $5 \frac{1}{2}$ percent

Assignment Sheet #4

1. Wives are liable--to the same extent as their husbands--for their personal debts.
2. Yesterday, the temperature reached the 98° mark.
3. $144 \div 21 = 12$.
4. Oh! What a day.
5. I need a board cut 4' 3" long.
6. $97 - 11 = 86$.
7. $9 \times 9 = 81$.
8. $8 + 8 = 16$.

Assignment Sheet #5

1. You will find it valuable to learn all you can about business letters.
2. Do this today: Check the supplies in the closet and order what is needed.
3. Have you checked out your new typing book, Century 21 Typewriting?
4. Are you going to see Dr. Jones today?
5. Yesterday Jane was called to the dean to check on her credits for graduation.
6. On Friday, Sept. 1, we will have a Shakespearean play in the auditorium.
7. This summer I visited points of interest in the West and South.
8. Turn left on Main Avenue and then right on Jackson Street.
9. Tonight the Chamber of Commerce will meet at 7 p.m.
10. Each season--fall, winter, spring and summer--has its advantages and disadvantages.

Assignment Sheet #6

1. Jerry Bennett may go on the trip; Dawn Sleigh, however, may not go until tomorrow.
2. J. J. Gills, of Jorres, Inc., is the manager of the Y.M.C.A.
3. The invoice amounting to \$61.45 is dated February 16, 1976.
4. When Darrell leaves, he will take his briefcase, a notebook, and his cassette.
5. Thoreau once said, "Be not simply good: Be good for something."
6. The superintendent, Mr. Long, said, "Tell my associate, Mrs. Gerald, to come to my office."

Assignment Sheet #7

$$\begin{array}{rcl}
 1. \quad 50 : 2 = 25 & 50 & 50 \\
 & - 25 & + 25 \\
 & \underline{25} \text{ left margin} & + \underline{5} \text{ right margin} \\
 & & \underline{80}
 \end{array}$$

$$\begin{array}{rcl}
 2. \quad 60 : 2 = 30 & 50 & 50 \\
 & - 30 & + 30 \\
 & \underline{20} \text{ left margin} & + \underline{5} \text{ right margin} \\
 & & \underline{85}
 \end{array}$$

$$\begin{array}{rcl}
 3. \quad 70 : 2 = 35 & 50 & 50 \\
 & - 35 & + 35 \\
 & \underline{15} \text{ left margin} & + \underline{5} \text{ right margin} \\
 & & \underline{90}
 \end{array}$$

$$4. \quad 4" \times 12 = 48 = 50 \quad (\text{round to } 50)$$

$$5. \quad 5" \times 12 = 60$$

$$6. \quad 6" \times 12 = 72 = 70$$

7. To make the right margin come out even, leave extra spaces throughout the sentence. The spaces should be distributed so they are least noticeable.

Assignment Sheet #8

1. Red, rugged baby buggy bumpers
- 2.

Q u a r t e r l y R e p o r t -- X Y Z C o m p a n y

Assignment Sheet #9

Announcing

Office Education Association

Employer-Employee Banquet

Camelot Room -- Sheraton Hotel

Thursday, January 12, 1976 6:30 p.m.

Speaker: Dr. J. E. Smith

Topic: The Leaders of Tomorrow

Assignment Sheet #10

Evaluated to the satisfaction of the instructor.

Assignment Sheet #11

Evaluated to the satisfaction of the instructor.

Assignment Sheet #12

Evaluated to the satisfaction of the instructor.

Assignment Sheet #13

Evaluated to the satisfaction of the instructor.

14.0900

UNIT I

REFINING TYPING TECHNIQUES

JOB SHEET #1--TEACHER INSTRUCTIONS

I. Tools and equipment needed:

- A. Handout of Instructions
- B. Note to Day Secretary
- C. Suzanna Foxworth's Timed Writing
- D. Correct copy of timed writing
- E. Typewriter and work area
- F. Typing text

II. Procedures:

In this activity, the instructor must clutter each student's work area and jam several keys on each student's machine before class begins. Among the items placed on the student's desk should be a typing text and the materials included in this assignment sheet. They are: a timed writing on which to figure words-a-minute rate and to proofread for errors, a correct copy of the timed writing, and a note from the night secretary. Place the note and the two typed pages on top of the typewriter. (Be sure the note is on top.) The typewriter should also be out of adjustment in as many ways as the instructor decides. When the students enter the classroom, they should be given the handout of instructions. The time that they go to their desks should be written down on their handouts as well as the time when they are finished with the activity. The handout of instructions explains the activity.

14.0900

UNIT I

REFINING TYPING TECHNIQUES

JOB SHEET #1--MAKING TYPING DECISIONS

- I. Tools and equipment needed:
- A. Handout of Instructions
 - B. Note to Day Secretary
 - C. Suzanna Foxworth's Timed Writing
 - D. Correct copy of timed writing
 - E. Typewriter and work area
 - F. Typing text
- II. Procedures:

HANDOUT OF INSTRUCTIONS

Read this before going to your desk! Ending time _____

Beginning time _____

Amount of time _____

spent on _____

activity _____

This is a timed activity on making decisions in some office situations. Based on the information sheet, respond to the situation at your desk. Assume you have just arrived at work. On your mind is the passage to be typed from the text. Be sure to prepare the machine for typing it. Use a 60-space line. The night secretary also used your desk and has left it unorderly. There is a note on top of the typewriter from the night secretary to you. Before going to your desk, ask the instructor to write down your time (beginning time - when you go to your desk) on this handout. When you are finished, raise your hand and the instructor will come to your desk, write down your ending time, and evaluate your decisions.

Note to Day Secretary

Pardon the mess - I had an emergency and had to leave suddenly. Please straighten this typewriter out - it's all messed up. The page underneath this needs to have the words-a-minute figured and it needs to be proof-read. It belongs in Suzanne Foxworth's application folder. Mr. Greyson wants to see it as soon as he gets in this morning.

SUZANNA FOXWORTH'S TIMED WRITING

What are some of the basic components of office which make up the variety of tasks performed by a new office worker? One, which is perhaps the most important, is the ability to communicate effectively. All office workers must work with others in completing many of the tsaks which makeup the work of the office. In addition, all office workers need to be able to perform tasks which require sorting, filing, and retrieving skills. Typewriting, also, continues to be a basic part of office work. In recent studies, nearly half of the workers were required to perform tasks involving the type-writer.

Good proofraeding skill is another large part of nearly all office work, and it is a basic component of checking, computing, and verifying work. Other ~~components~~ include such things as the ten-key adding machine and sometimes analyzing work procedures. Just about all of these basic components require much accuracy, the need to understand and follow directions, and the need to finish a job task within a set period of time.

What are some of the basic components of ofice work which make up the variety of tasks performed by a

TIMED WRITING TEST

What are some of the basic components of offices which make up the variety of tasks performed by a new office worker? One, which is perhaps the most important, is the ability to communicate effectively. All office workers must work with others in completing many of the tasks which make up the work of the office. In addition, all office workers need to be able to perform tasks which require sorting, filing, and retrieving skills. Typewriting, also, continues to be a basic part of office work. In recent studies, nearly half of the workers were required to perform tasks involving the typewriter.

Good proofreading skill is another large part of nearly all office work, and it is a basic component of checking, computing, and verifying work. Other components include such things as the ten-key adding machine and sometimes analyzing work procedures. Just about all of these basic components require much accuracy, the need to understand and follow directions, and the need to finish a job task within a set period of time.

14.0900

UNIT I

REFINING TYPING TECHNIQUES

JOB SHEET #2--TABULATION

I. Tools and equipment needed:

A. Typewriter

B. Typing paper

II. Procedures:

Type the following tabulation problem on a full sheet in correct form. Use the vertical and horizontal methods of drawing ruled lines to draw the lines shown in the tabulation.

SALES VOLUME - TABOE

Product	Forecast	Actual Sales	Difference
Chairs (Metal)	3100	2800	- 300
Chairs (Wood)	2900	3100	+ 200
Desks (Metal)	4200	5490	+ 1290
Desks (Wood)	3500	3600	+ 100
Files	4100	5090	+ 990
Credenzas (Wood)	3000	3210	+ 210
Typewriters (Electric)	4100	4550	+ 450
Typewriters (Manual)	2000	1800	- 200

14.0900

UNIT I

REFINING TYPING TECHNIQUES

ANSWERS TO JOB SHEETS

Job Sheet #1

1. Arrange the work area
 - a. Clear desk of unnecessary items.
 - b. Position typewriter with the front of the frame even with the front edge of the desk.
 - c. Place the text at the right of the typewriter in a good reading position.

(Evaluated to the satisfaction of the instructor.)
2. Determine words-a-minute rate and proofread.
 - a. Words-a-minute
 $1133 \text{ strokes} : 5 \text{ (5 strokes = 1 word)} = 226.6$
 $226.6 \text{ words} : 5 \text{ minutes} = 45.32 \text{ wam}$
 - b. Proofreading: Number of errors - 5

line 1--left "s" off of office

line 5--inverted "a" and "s" in tasks

line 5--connected "make" and "up"

line 12--inverted "e" and "a" in proofreading

line 20--left out "f" in office
3. Prepare typewriter for typing.
 - a. Unjam keys by a using jammed key release, depressing shift key, flicking one of the jammed keys, or pushing the keys slightly toward the cylinder.
 - b. Clear margins and tabs.
 - c. Correct anything out of adjustment, i.e., disengage

release lever, reposition paper guide, and paper-bail rollers.

d. Set margins for 60-space line.

20 and 85--elite

12 and 77--pica

(Evaluated to the satisfaction of the instructor.)

(NOTE: The instructor may rank the timings and rank the errors to give the students feedback.)

Job Sheet #2

Evaluated to the satisfaction of the instructor.

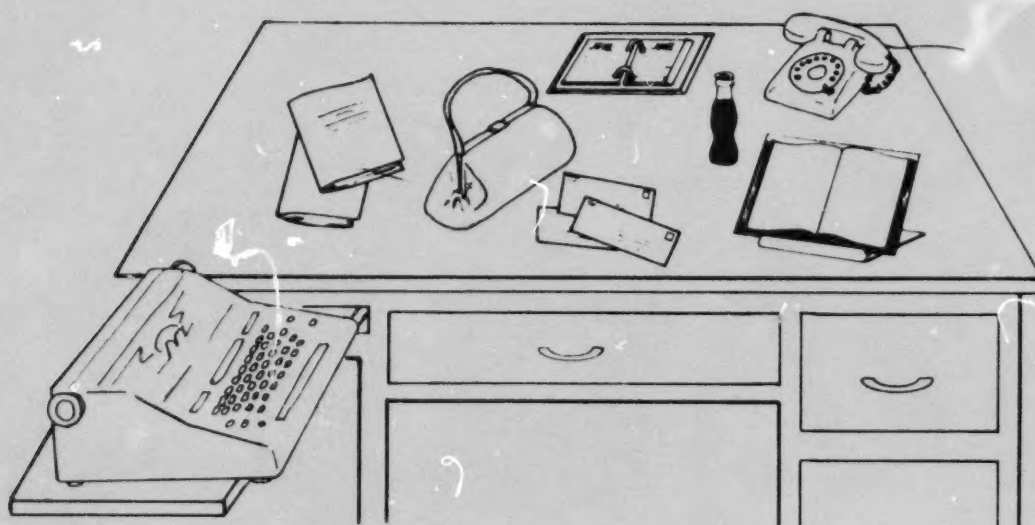
14.0900

UNIT I

REFINING TYPING TECHNIQUES

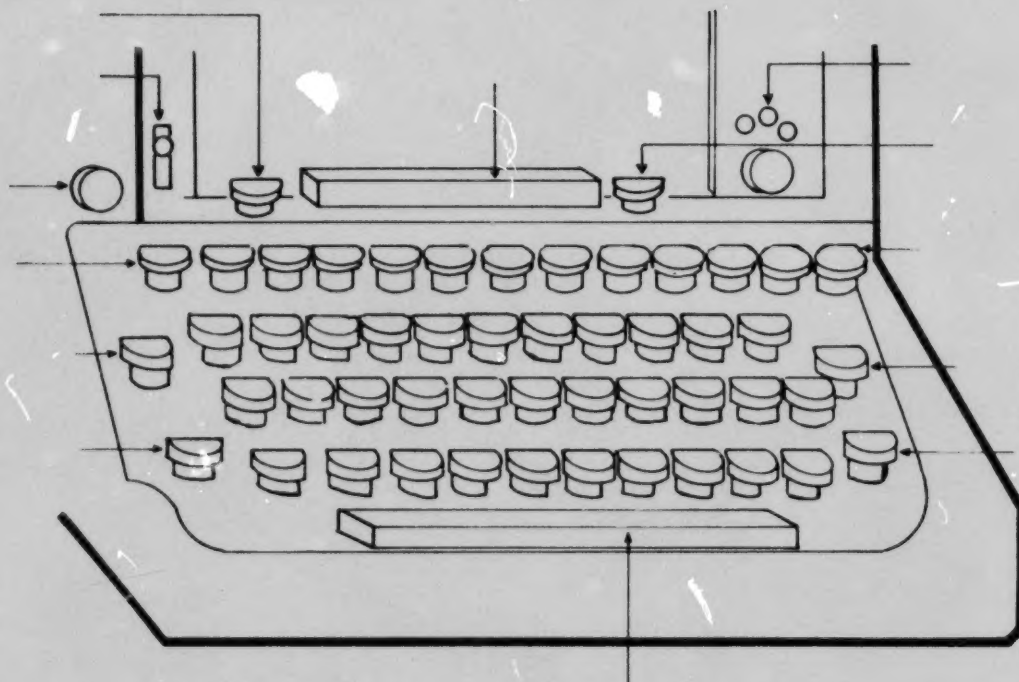
UNIT TEST - SECTION I

1. Explain the typewriter basics by completing the following sections as directed.
 - a. Look at the picture. List the things to be done to prepare the work area for typing.

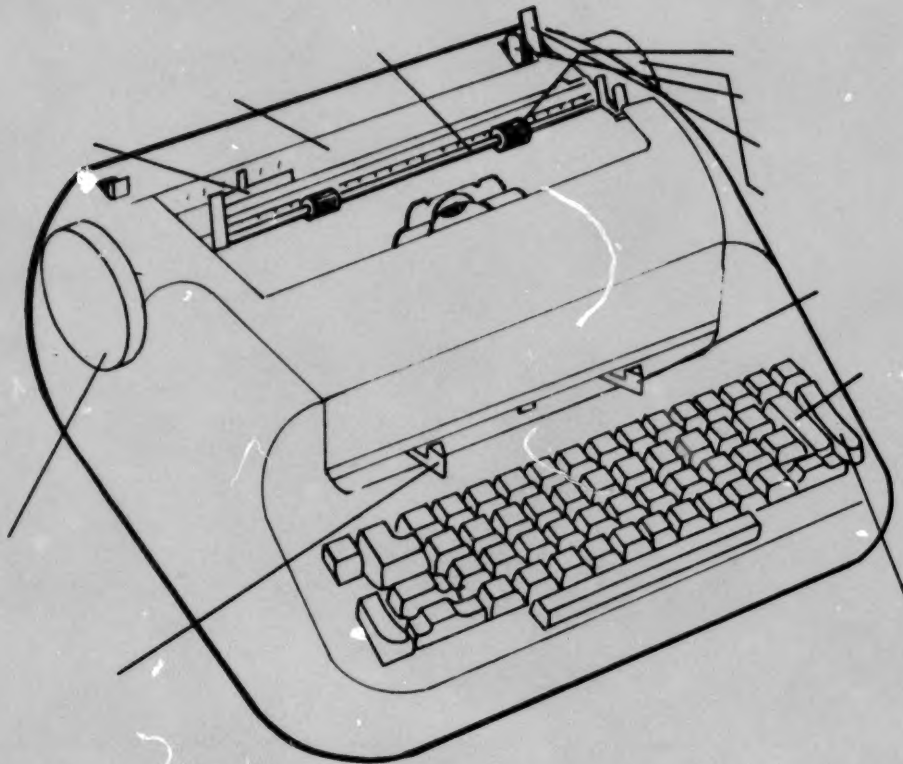


- b. Label the typewriter parts which are indicated by the arrows on the manual and electric typewriter drawings. Select your answers from the list provided and write the name of the part in the space provided by the arrows.

- (1) Paper guide
- (2) Paper table
- (3) Paperbail roll
- (4) Return lever and line spacer
- (5) Typewriter frame
- (6) Space bar
- (7) Left cylinder knob
- (8) ON-OFF switch
- (9) Paper release lever
- (10) Paperbail and bail scale
- (11) Right margin stop
- (12) Right cylinder knob
- (13) Line-space regulator
- (14) Left margin stop
- (15) Keyboard
- (16) Left carriage release
- (17) Paper guide scale
- (18) Right carriage release
- (19) Cylinder (Platen)
- (20) Touch regulator

LOWER SECTION OF A MANUAL TYPEWRITER

PARTS OF AN ELECTRIC TYPEWRITER



- c. Match the functional parts of the typewriter to their use by placing the letter of the correct part in the space provided by the number of the use.

(1) Line-space regulator

(2) Margin release

(3) Variable line spacer

(4) Tabulator

(5) Margin set

_____ a. Used for automatic indentation

_____ b. Used to allow typing past the margins

_____ c. Used to set typewriter on single or double spacing

_____ d. Used to set both left and right margins

_____ e. Used to adjust the line at any point

- d. List the six points of a good typing position.

(1)

(2)

(3)

(4)

(5)

(6)

- e. Identify true statements about finger position, key-stroking and spacing, and correcting jammed keys. Circle T for true and F for false.

T F (1) Strike each key with an easy, dull stroke, and release it quickly.

T F (2) To correct a stroking fault, align fingers directly over the home row keys and improve timing of key strokes.

T F (3) Place the fingers lightly over the keys.

T F (4) Keep most stroking action in the hands and fingers; hold the arms quietly.

- T F (5) One way to loosen a jammed key might be to depress the shift key.
- T F (6) Snap the fingers slightly towards the palm when releasing the keys.
- T F (7) Keep fingers curved.
- T F (8) Place fingers of the left hand on j, k, l, and ;.
- T F (9) Place fingers of the right hand on a, s, d, and f.
- T F (10) One way to release a jammed key might be to gently flick one of the jammed keys.

- f. Determine the words-a-minute for each of the following sentences individually and as a group.

In understanding why people behave as they do, a general principle of reinforcement can be applied. _____

Reinforcement is praise, agreement, reward, or approval.

_____ When a person is praised for doing something, that something is strengthened and will more likely be done again in the future. _____ Each day

we are rewarded in a variety of ways for our behavior.

_____ Three broad classes of reinforcers are social, tangible, and intrinsic. _____ Total _____

- g. Proofread the following letter. List the steps followed in proofreading. List the things the typist did wrong.

798 Jones Street
Arue, Kansas 75309
March 10, 19--

Dr Joseph Greig
769 Thomas Drive
Deli, Kansas 75309

Dear Dr. Greig:

Thank you for your letter of February 27 informing us that your order #7018 have not arrived. In checking

our shipment dates we found it was sent February 12 by Allied Van Lines. After contacting Allied, we found out that the truck your order was sent has had an engine breakdown. Unfortunately, there will be a delay in the arrival of your order #7108.

We are very sorry for the inconvenience you have been caused. However, your order #7018 should arrive any day. Enclosed is a copy of the sales invoice. If you need further service in this matter, please do not hesitate to call on us.

Sincerely,

R. K. Fitzgerald
Sales Service Manager

Steps followed in proofreading:

Errors:

14.0900

UNIT I

REFINING TYPING TECHNIQUES

UNIT TEST - SECTION II

2. Explain the performance inventory in typing by completing the following sections as directed.
- a. In typing numbers, explain whether to use figures or words in each of the following cases.
- (1) Mary saw $1/3$ of the show.
- _____
- _____
- (2) 450 people attended the banquet.
- _____
- _____
- (3) If 10 people come tonight, we won't have room.
- _____
- _____
- (4) You will need 10 20-gallon cans.
- _____
- _____
- (5) They ate ten pounds of shrimp before they sat down to read Section 2, page 98, of the amendment.
- _____
- _____
- (6) The wall in the 9 by 12 foot room ended up seven feet nine inches high instead of the standard height of 8'.
- _____
- _____

(7)

DATE	SALES	EXPENSES	PROFITS
1973	1,987,731	179,388	1,808,343
1974	975,968	989,000	- 13,032
1975	<u>1,319,524</u>	<u>1,120,010</u>	<u>199,514</u>
TOTAL	4,283,223	2,288,398	1,994,825

(8) The sizes needed are the following: half, fourth, and $\frac{3}{8}$.

(9) The 500 dollars was about fifty percent of the money that was needed to send the exchange student the thousand five hundred miles to his home in Mexico.

(10) The tools that are missing are the following sizes of drill bits: $\frac{1}{8}$, $\frac{5}{8}$, $1\frac{1}{4}$, and $1\frac{5}{8}$.

(11) The house will be almost 25% finished by next week.

(12) I was 27 years old when we lived at fourteen hundred Jane Street.

b. Explain how to type each of the following symbol expressions:

- (1) Exclamation point (!)
- (2) Minus sign (-)
- (3) Plus sign (+)
- (4) Dash (--)
- (5) Ditto ("")
- (6) Multiplication sign (x)
- (7) Feet and minutes (')
- (8) Degree symbol (°)
- (9) Inches and seconds (")
- (10) Division sign (÷)
- (11) Equal sign (=)

c. In each of the following identify when words should be capitalized by placing a capital "C" in the blank provided and an "X" by those which should not be capitalized.

- _____ (1) The names of organizations, clubs
- _____ (2) All improper nouns
- _____ (3) Points of the compass when used to indicate direction

- _____ (4) Geographic regions
- _____ (5) Official titles that precede a name
- _____ (6) The words "Street," "Avenue," and "Company"
- _____ (7) The first word in a sentence
- _____ (8) The first word after a colon if it begins a complete sentence
- _____ (9) Business titles used without the name of a person
- _____ (10) Titles of books, periodicals, headings, plays, articles, except words of four letters or less
- _____ (11) Names of days of the week, months, holidays, and historic events

d. Match the type of punctuation with the correct usage by placing the number of the punctuation in the blank by the usage.

- | | |
|--|---------------------|
| _____ a. To set off words of direct address | 1. Exclamation mark |
| _____ b. To indicate a change of thought | 2. Question mark |
| _____ c. After emphatic interjection | 3. Dash |
| _____ d. After abbreviations | 4. Colon |
| _____ e. To indicate omission of figures or letters | 5. Period |
| _____ f. To show possession | 6. Hyphen |
| _____ g. To separate parts of a compound sentence when there is no conjunction | 7. Comma |
| _____ h. At the end of a sentence | 8. Quotation marks |
| _____ i. To enclose the title of an article | 9. Parentheses |
| _____ j. To list an author or reference following a direct quotation | 10. Semicolon |
| _____ k. With unrelated groups of figures | 11. Apostrophe |
| _____ l. After a direct question | 12. Underline |
| _____ m. To separate adjectives | 13. Brackets |
| | 14. Ellipsis |
| | 15. Asterisk |

- ____ n. To join compound numerals
 - ____ o. To enclose letters or figures for enumerated items
 - ____ p. For titles of books, magazine names, and newspapers
 - ____ q. To set off a parenthetical expression or a clause not necessary to the meaning of the sentence
 - ____ r. To introduce an enumeration or a listing, a long direct quotation, or a question
 - ____ s. To enclose figures with written words for clarity
 - ____ t. To call attention to special words or phrases
 - ____ u. To enclose a direct quote
 - ____ v. To separate hours from minutes
 - ____ w. In a series of hyphenated words having the same ending
 - ____ x. When the parts of a compound sentence are joined by an adverb
 - ____ y. As a symbol for feet
- e. Discuss setting and justifying margins by:
- (1) Explaining the "creased paper method"

- (2) Figuring the margins for a 50-, 60-, and 70-space line on an elite machine. (Be sure to show computations.)

- (3) Explaining how to convert inches to spaces. Give examples.

- (4) Explaining how to justify a right margin.

- f. In the following methods of centering and alignment, complete the steps by filling in the blanks correctly.

Horizontal centering

For ease in centering, use 50 as the middle of machine. (Refer to setting margins if needed.)

Clear (1) _____ stops.

Clear all tabs stops.

Move carriage to center point (50).

(2) _____

Type line at point where backspacing ended.

Spread centering (Spacing between each letter once and three times between words)

Backspace from center once for (3) _____
in the line and (4) _____ time for each
space between words.

Type the heading, spacing (5) _____ between
letters and figures and three times between words.

Vertical centering

If single spacing is used, there are (6) _____
extra line spaces between lines.

If double spacing is used, there is (7) _____
blank line space between lines.

If triple spacing is used, there are (8) _____
blank line spaces between lines.

Count all lines required to type problem, including
headings and blank line spaces.

(9) _____ the lines required to type the problem from the (10) _____ (66 full sheet; 33 half sheet).

Divide the (11) _____ number of lines by two to get the top and bottom margins. Drop all (12) _____.

Alignment

Study the typed sentence, (13) _____

Remove the paper; reinsert, noting the line in regard to the way it looked before being removed from the typewriter. Using the (14) _____ to move the material up or down and the (15) _____ to move the paper to the left or right, align the paper and type over one of the letters.

Check the accuracy of your alignment by (16) _____

Type over one of the words to check the alignment, moving the paper to the left or right. or up and down as necessary.

- g. Differentiate between the following methods of figuring tabulation: general tabulated material, column tab stops, a column title, a column title with main headings.

- h. List the steps in drawing ruled lines horizontally and vertically.

- i. Assume the following words are at the end of a typed line and must be divided. Show where each should be divided by writing the word with a dash in the appropriate place. If the word should not be divided, justify by writing the rule which applies.

- (1) son-in-law _____
- (2) wouldn't _____
- (3) finally _____
- (4) day _____
- (5) controlling _____
- (6) telling _____
- (7) partial _____
- (8) couldn't _____
- (9) R. I. James _____
- (10) dependable _____
- (11) January 15, 1980 _____
- (12) graduation _____
- (13) indecision _____
- (14) late _____
- (15) dairy _____
- (16) daytime _____
- (17) incursion _____
- (18) mother-in-law _____
- (19) separation _____
- (20) obituary _____
- (21) mimeograph _____
- (22) incidental _____
- (23) follow-up _____
- (24) filling _____

(25) numerical _____

(26) reliable _____

- j. The following words are incorrectly typed. Assume a carbon copy has been typed also. Tell what to do in each example and explain how to correct it.

(1) terryble

(2) daytme

I-120

(3) everything

14.0900

UNIT I

REFINING TYPING TECHNIQUES

UNIT TEST - SECTION III

3. Explain typewriter safety and maintenance by completing the following sections as directed.
 - a. Discuss the safety procedures which should be followed when using the typewriter.
 - b. List five steps in cleaning a typewriter.

c. Discuss why paper feed rollers should be released when not in use.

d. Place the letters of the pictures in the correct order for changing a ribbon.

Step 1 _____

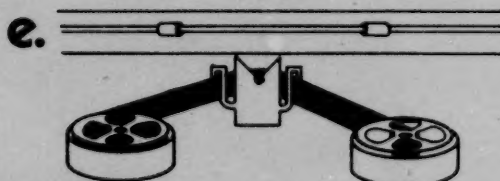
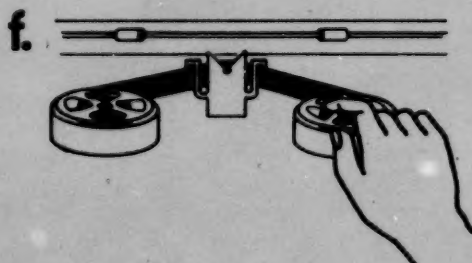
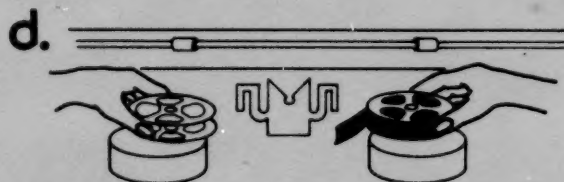
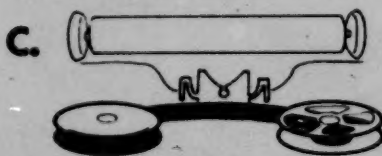
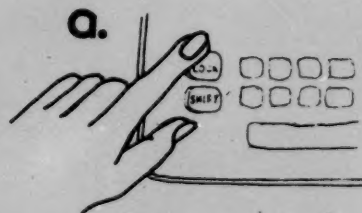
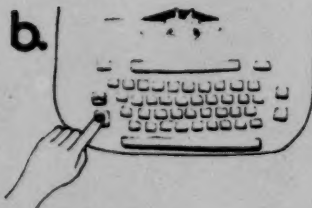
Step 2 _____

Step 3 _____

Step 4 _____

Step 5 _____

Step 6 _____



e. List the steps that must be followed in changing ribbon cartridges.

(1) To remove an old ribbon:

(a)

(b)

(c)

(d)

(e)

(2) To install a new ribbon:

(a)

(b)

(c)

(d)

(e)

(f)

f. Complete the following sentences dealing with the procedure for changing a correcting tape.

To remove the old tape, move the tape load lever to the (1) _____. Lift out the empty tape spool by twisting slightly (2) _____. Remove the (3) _____.

To install the new tape, be sure the tape spool is (4) _____ with the knob on the ribbon. Separate the spools gently, but keep them connected by the tape (5) _____. Place the new spool on the

(6) _____ spindle. Thread the leader through the guide behind the (7) _____ and behind the roller. Place the take-up spool on the (8) _____ spindle. Turn the take-up spool in the direction of the (9) _____ until the leader is past the (10) _____. Close the tape load lever.

4. Demonstrate the ability to:
 - a. Make typing decisions.
 - b. Type a tabulation problem.

14.0900

UNIT I

REFINING TYPING TECHNIQUES

ANSWERS TO UNIT TEST - SECTION I

1.

- a. (1) Clear desk of unnecessary items.
- (2) Position typewriter with the front of the frame even with the front edge of the desk.
- (3) Place book at the right of the typewriter in a good reading position.
- b. (1) See TM--14.0900-I-TM-9, p. I-47
- (2) See TM--14.0900-I-TM-4, p. I-37
- c. 4 a.
- 2 b.
- 1 c.
- 5 d.
- 3 e.
- d. (1) Body erect; sit back in chair
- (2) Feet flat on floor, comfortably
- (3) Fingers curved over home row keys
- (4) Wrists low and relaxed
- (5) Forearms similar in position to slant of key board, at sides of body in a comfortable position
- (6) Eyes on copy

- e. (1) F
(2) T
(3) T
(4) T
(5) T
(6) T
(7) T
(8) F
(9) F
(10) T

f. 19
11
26
12
16

TOTAL 82

g. Steps followed in proofreading:

- (1) Proofread copy before removing from the typewriter; look at it as a picture; read orally; and re-read silently.
- (2) Carefully check addresses and numbers.
- (3) Watch for omissions and repetitions.
- (4) Read for correct grammar and sense.
- (5) Look for enclosures or special instructions that are easily forgotten

Errors:

- (1) Did not use letterhead
- (2) No period after Dr. in the address
- (3) Numbers on the address are out of line.
- (4) In the first sentence "have" should be "has".
- (5) In the second sentence a comma is needed after the word "dates".
- (6) In the third sentence some words have been omitted. "On which" should be inserted after "truck."
- (7) In the fourth sentence the number "1" and "0" in the order number have been reversed.
- (8) An enclosure notation is required two spaces after the signature.

ANSWERS TO UNIT TEST - SECTION II

2.

- a. (1) Spell out single fractions.
- (2) When a number starts a sentence, always spell it out.
- (3) Spell out numbers from one to ten unless used with other numbers above ten.
- (4) When two numbers are used together, spell the shorter of the two.
- (5) When using such nouns as volume, section, and pages that have numbers following, the number is in figures.
- (6) Amounts should always be expressed in figures.
- (7) In tabulations, express negative numbers in red or in parentheses.

- (8) Within a sentence, use figures in a series of fractions.
 - (9) Amounts should always be expressed in figures.
 - (10) Don't mix keyboard fractions with made fractions.
 - (11) Spell out percent in approximations.
 - (12) Age is expressed in figures only when exact age in years, months, and days is used. All house numbers are expressed in figures except one and all numbers above ten in avenues and streets are expressed in figures.
- b.
- (1) Type a period; backspace to type the apostrophe.
 - (2) Type a hyphen with a space before and after the symbol.
 - (3) Type the diagonal (/); backspace to type the hyphen through the diagonal (/).
 - (4) Type the hyphen twice without a space before or after the dash.
 - (5) If the whole line is dittos; use the word ditto; if only a few words are dittoed, use quotation marks (") to indicate ditto.
 - (6) Type a small x with a space before and after the symbol.
 - (7) Type the apostrophe with the figure.
 - (8) Turn the left cylinder knob backward (down) slightly; hold it in that position and type a small o with no space between the figure and the symbol.
 - (9) Type the quotation mark with the figure.
 - (10) Type a hyphen; backspace to type a period; backspace; turn the cylinder knob backward (down) slightly and type a period.
 - (11) Type the hyphen; backspace; turn the cylinder knob forward (up); type a hyphen.

c. C (1)

X (2)

X (3)

C (4)

C (5)

X (6)

C (7)

C (8)

X (9)

C (10)

C (11)

d. 7 a.

3 b.

1 c.

5 d.

11 e.

11 f.

10 g.

5 h.

8 i.

3 j.

7 k.

2 l.

7 m.

6 n.

9 o.

12 p.

7 or 9 q.4 r.9 s.12 t.8 u.4 v.6 w.10 x.11 y.

- e. (1) For all typewriters (pica or elite), make a crease vertically down a sheet of paper. Insert the creased paper into the machine, making the crease line up at 50. Adjust the paper guide at the left of the paper. Now the center is 50. To have the material centered horizontally, margin stops must be set on the left and right margins. After the bell rings, the machines vary from 3 to 7 spaces before the right margin locks. Taking this into consideration, 5 spaces are usually added to the right margin.

(2) 50-space line	60-space line	70-space line
$50 \div 2 = 25$	$60 \div 2 = 30$	$70 \div 2 = 35$
$\begin{array}{r} 50 \\ - 25 \\ \hline 25 \end{array}$ left margin	$\begin{array}{r} 50 \\ - 30 \\ \hline 20 \end{array}$ left margin	$\begin{array}{r} 50 \\ - 35 \\ \hline 15 \end{array}$ left margin
$\begin{array}{r} 50 \\ + 25 \\ + 5 \text{ bell} \\ \hline 80 \end{array}$ right margin	$\begin{array}{r} 50 \\ + 30 \\ + 5 \text{ bell} \\ \hline 85 \end{array}$ right margin	$\begin{array}{r} 50 \\ + 35 \\ + 5 \text{ bell} \\ \hline 90 \end{array}$ right margin

- (3) First, determine whether a pica or elite machine is used. Ten pica spaces equal one inch; twelve elite spaces equal one inch. Next, multiply the inches times the number of spaces to an inch to arrive at the space line to be used. On an elite machine, to convert inches to spaces for a 4-inch line, multiply 4 (inch line) by 12 (number of elite spaces on one inch). Four times twelve equals 48 and is rounded to a 50-space line. Always round to a base-ten number.

- (4) To make a right margin come out even, leave extra spaces throughout the sentence. The spaces should be distributed so they are least noticeable.
- f. (1) margin
 - (2) Backspace from center one space for each two letters, spaces, or figures.
 - (3) each letter or figure
 - (4) one
 - (5) once
 - (6) no
 - (7) one
 - (8) two
 - (9) Subtract
 - (10) total lines available
 - (11) remaining
 - (12) fractions
 - (13) noting the scale to the bottom of the letters
 - (14) variable line spacer
 - (15) paper release
 - (16) putting the ribbon position to stencil and typing over one of the letters
- g. In tabulated material, count the longest line in each column, determine the number of spaces between columns, and add these figures to get the space line. Determine the left margin by horizontal centering. To determine column tab stops, space forward from the left margin once for each space in the longest line of that column plus the number of spaces determined to be left between columns. Set a tab stop. (This will be the beginning of the second column.) Next, space once for each space in the longest line of the second column plus the number of spaces to be left between columns. Set a tab stop. Follow the same procedure for all columns. To center a column title, subtract the number of spaces in the title from the longest line in the column and divide by two. Space over from the margin that number of spaces and type the title. Figure the

centering of main headings, which precede column titles, the same way. Be sure to double or triple space after a main heading, triple space after a secondary heading, and before the column titles.

h. Horizontally

- (1) Place a pencil or pen point on one of the notches on the cardholder.
- (2) Depress the carriage release lever. (not applicable on IBM Selectric)
- (3) Pull the carriage to draw the line.

(NOTE: On Selectric, press space bar or tab key.)

Vertically

- (1) Release the line finder.
- (2) Place pencil or pen point in one of the notches on the cardholder.
- (3) Roll the carriage up the page until the line is of the desired length.

i. (1) son-in-law

- (2) Do not divide a syllable without a vowel.
- (3) Do not divide a two-letter syllable at the end of a word.

- (4) Do not divide a word with 5 or less letters.

- (5) control-ling

- (6) tell-ing

- (7) par-tial

- (8) Do not divide a syllable without a vowel.

- (9) R. I. - James

- (10) depend-able

- (11) January 15, - 1980

- (12) gradu-ation

- (13) indeci-sion

- (14) Do not divide a word with 5 or less letters.
 - (15) Do not divide a one-letter syllable at the beginning or end of a word.
 - (16) day-time
 - (17) incur-sion
 - (18) mother-in-law
 - (19) separa-tion
 - (20) Do not divide a one-letter syllable at the beginning or end of a word.
 - (21) mime-ograph
 - (22) inciden-tal
 - (23) follow-up
 - (24) fill-ing
 - (25) numer-ical
 - (26) reli-able
- j. (1) Erase and correct the error
- (a) Depress margin release key and move the carriage to the extreme left or right.
 - (b) Turn the cylinder forward if the error is on the upper two-thirds of the paper, and backward for the lower third of the paper.
 - (c) To erase on the original, lift up the paper bail; place a 3" x 5" card in front of the carbon sheet. Use an eraser shield; erase; brush the erasings from the typewriter.
 - (d) Move the protective card to the next carbon. Erase first with a soft eraser, then with a hard eraser.
- (2) Crowd the letter "i" between "t" and "m."
- (a) Erase a few letters around the position of the letter to be added.
 - (b) On a manual, hold the backspacer down slightly. On an electric, move the carriage back slightly manually.

- (c) Strike the key.
- (3) Spread the word typed correctly.
 - (a) Erase the unwanted letter and one more.
 - (b) Position the letter to be spread (n).
 - (c) Strike the key.

ANSWERS TO UNIT TEST - SECTION III

- 3. a. When preparing to type, be sure to secure hair and any loose jewelry away from the typewriter. Check the electric cord to be sure it is properly plugged into the outlet. When unplugging the machine, pull the plug from the socket by the plug, not the cord. This will prevent shock, shorting socket, and ripping the cord. When cleaning the machine or replacing the ribbons, be sure the machine is off and do not use metal objects in or around the machine.
- b. (1) To prevent dust from accumulating, never erase over the type basket and always cover the typewriter at the end of the day.
- (2) Dust daily and wipe under the machine.
- (3) Clean the keys frequently with a cleaning sheet, a plastic type cleaner, a short-bristled brush, or spray or fluid cleaner.
- (4) Protect the cylinder by cleaning it with a soft cloth, and, if possible, remove and dust the trough.
- (5) Lubrication should be applied lightly to the carriage rail only.
- c. Paper feed rollers should be re~~l~~ed when not in use. This step prevents flat spots from developing in them.
- d. Step 1 f
- Step 2 a
- Step 3 d
- Step 4 c
- Step 5 e
- Step 6 b

- e. (1) To remove an old ribbon:
 - (a) Center carrier and turn off machine.
 - (b) Lift cover.
 - (c) Keep paper bail against platen.
 - (d) Move ribbon load lever to position one.
 - (e) Hold cartridge in both hands and lift straight up.
- (2) To install a new ribbon:
 - (a) Put ribbon leader over outside of the guide-post and ribbon guides.
 - (b) Position the cartridge so that it fits between the spring clips.
 - (c) Thread leader through ribbon guides.
 - (d) Turn knob on cartridge in direction of arrow until leader is past the right ribbon guide.
 - (e) Move the ribbon load lever to position two.
 - (f) Close cover.
- f. (1) right
- (2) clockwise
- (3) take-up spool
- (4) color-coded
- (5) leader
- (6) left
- (7) separator wire
- (8) right
- (9) arrow
- (10) roller

4. Evaluated to the satisfaction of the instructor.

14.0900

UNIT II

CORRECTING ORIGINALS AND CARBON COPIES

TERMINAL OBJECTIVE

After completing this unit, the student will be able to demonstrate the proper way to correct errors on original copies and carbon copies, assemble carbon packs, and align copy. Knowledge of this material will be evidenced by demonstration and by successfully completing a unit test.

SPECIFIC OBJECTIVES

After completing this unit of instruction, the student will be able to:

1. Identify four methods of correcting errors.
2. Explain procedure for erasing errors.
3. Identify procedures involved in using correction paper.
4. List important points to remember in using correction fluid.
5. Discuss steps in using correction key and ribbon.
6. Identify the important factors in making quality corrections.
7. Discuss the process of aligning.
8. Identify and distinguish methods of assembling and inserting carbon packs to facilitate easier corrections.
9. Demonstrate the ability to:
 - a. Correct errors on an original through the use of a typewriter eraser, correction paper, correction fluid, and correction key (correction key--optional).
 - b. Align copy and correct errors.
 - c. Assemble and type on a carbon pack, correcting all errors.

14.0900

UNIT II

CORRECTING ORIGINALS AND CARBON COPIES

SUGGESTED ACTIVITIES

I. Instructor:

- A. Provide objective sheet.
- B. Discuss objective sheet.
- C. Provide information sheet.
- D. Discuss information sheet.
- E. Make transparencies.
- F. Provide assignment sheets.
- G. Discuss assignment sheets.
- H. Provide job sheet.
- I. Discuss job sheet.
- J. Give test and evaluate results.

II. Student:

- A. Read objective sheet.
- B. Participate in discussion of objective sheet.
- C. Read information sheet.
- D. Participate in discussion of information sheet.
- E. View transparencies.
- F. Read assignment sheets.
- G. Complete assignment sheets.
- H. Read job sheet.
- I. Complete job sheet.
- J. Take test.

INSTRUCTIONAL MATERIALS

I. Included in this unit:

A. Objectives

B. Information sheet

C. Transparency masters

1. II-TM-1--Using an Erasure Shield
2. II-TM-2--Using a Correcting Key
3. II-TM-3--Sample Alignments
4. II-TM-4--Desk Top Assembly Method
5. II-TM-5--Machine Assembly Method
6. II-TM-6--Carbon Pack Tips

D. Assignment sheets

1. Assignment Sheet #1--Correcting Originals
2. Assignment Sheet #2--Aligning

E. Answers to assignment sheets

F. Job sheet

1. Job Sheet #1--Correcting Original and Carbon Copies

G. Answers to job sheet

H. Test

I. Answers to test

II. References:

A. Books

1. Anderson, Ruth I. and others. Administrative Secretary. 2nd ed. New York: McGraw-Hill Book Company, 1976.
2. Gavin, Ruth E. and Wm. A. Sabin. Reference Manual for Stenographers and Typists. 4th ed. New York: McGraw-Hill Book Company, 1970.

3. Hanna, Marshall J. and others. Secretarial Procedures and Administration. 6th ed. Cincinnati: South-Western Publishing Co., 1973.
4. House, Clifford R. and Apollina M. Koebele. Reference Manual for Office Personnel. 5th ed. Cincinnati: South-Western Publishing Co., 1970.
5. Lessenberry, D. D. and others. Century 21 Typewriting, First Year Course. Cincinnati: South-Western Publishing Co., 1972.
6. Lessenberry, D. D. and others. Century 21 Typewriting, Vocational Course. Cincinnati: South-Western Publishing Co., 1972.

B. Additional references

1. Correction Methods, Practice Set, Liquid Paper Corporation, n.d.
2. IBM, Operating Instructions, IBM Correcting Selectric, n.d.

14.0900

UNIT II

CORRECTING ORIGINALS AND CARBON COPIES

INFORMATION SHEET

I. Methods of correcting errors

- A. Erasing--process of removing the typed error from the paper by an abrasive action
- B. Correction paper--process which covers the error with a powder-like substance
- C. Correction fluid--process which covers the error with a penetrating liquid which leaves an opaque enamel-like substance on the paper
- D. Correction key and ribbon--process whereby the error is eliminated from the page as the key striking the correction tape hits the paper.

II. Erasing procedure

- A. Turn the platen forward a few spaces.
- B. Move the platen to the far left or right so that erasure crumbs will not fall into the machine.
- C. Raise the paper bail.
- D. Pull the original sheet forward and place a card (about 3" x 5") in front of the first carbon to protect the copy from smudges as the erasure is made on the original.
- E. Place original back in position.
- F. Make erasure with a hard eraser. (Use an erasure shield to protect the material that is not to be erased.)
- G. Remove crumbs from paper.
- H. Move protective card in front of second carbon if more than one copy is being made.
- I. Erase error on the first carbon copy using a soft eraser.
- J. Erase all other errors in like manner.

- K. Remove the card and type the correction.

III. Correction paper procedures

- A. Backspace to beginning of error.
- B. Insert correction paper behind typewriter ribbon and in front of error.
- C. Retype error as it was made.
- D. Remove correction paper.
- E. Backspace to point where the correction is to be made and type the correction.
- F. If typing carbons, correct by the erasing method after deleting the characters from the original.

IV. Correction fluid procedures

- A. Turn paper up a few spaces.
- B. Apply liquid sparingly to error; be sure to cover entire area.
- C. Return applicator to bottle and tighten cap.
- D. Blow on error to speed drying of liquid.
- E. When liquid is dry, type correction.
- F. If typing carbons, correct by the erasing method after deleting the characters from the original.

V. Correction key and ribbon procedures

- A. Press the correcting key to backspace to the last incorrectly typed character.
- B. Strike the last incorrectly typed character to delete it from the paper.
- C. Backspace with the correcting key to the next incorrect character and restrike it to delete it from the paper.
- D. Repeat until all incorrect characters are deleted.
- E. If typing carbons, correct by the erasing method after deleting the characters from the original.
- F. Type the correct character(s).

VI. Standards of quality corrections

- A. Neatness is essential.
- B. Smudges should be avoided.
- C. No holes should be evidenced.
- D. Alignment should be professional.

VII. Process of aligning - When a paper is reinserted to add typing, it must be realigned.

- A. Insert paper into typewriter.
- B. Move the carriage to the section of the paper that is typed.
- C. Study the relation of the top of the scale to the bottom of the letters with down stems. (Example: "g," "p," "y")
- D. Note that the vertical line should point to the center of such letters as "i" and "l."
- E. Get an eye picture of the exact relation of the typed line to the top of the scale.
- F. Adjust the paper correctly to type a word with exactness.
 - 1. Use the variable line spacer to adjust the paper from forward to backward.
 - 2. Operate the paper release to move the paper to the left or right.
 - 3. Move the carriage to the section of the paper to be typed.
- G. Check alignment accuracy by setting the ribbon control for stencil position and typing one of the letters.
- H. If necessary, make further alignments.
- I. Return the ribbon control to typing position and type the word.

VIII. Assembling carbon packs

(NOTE: Proper assembly facilitates corrections.)

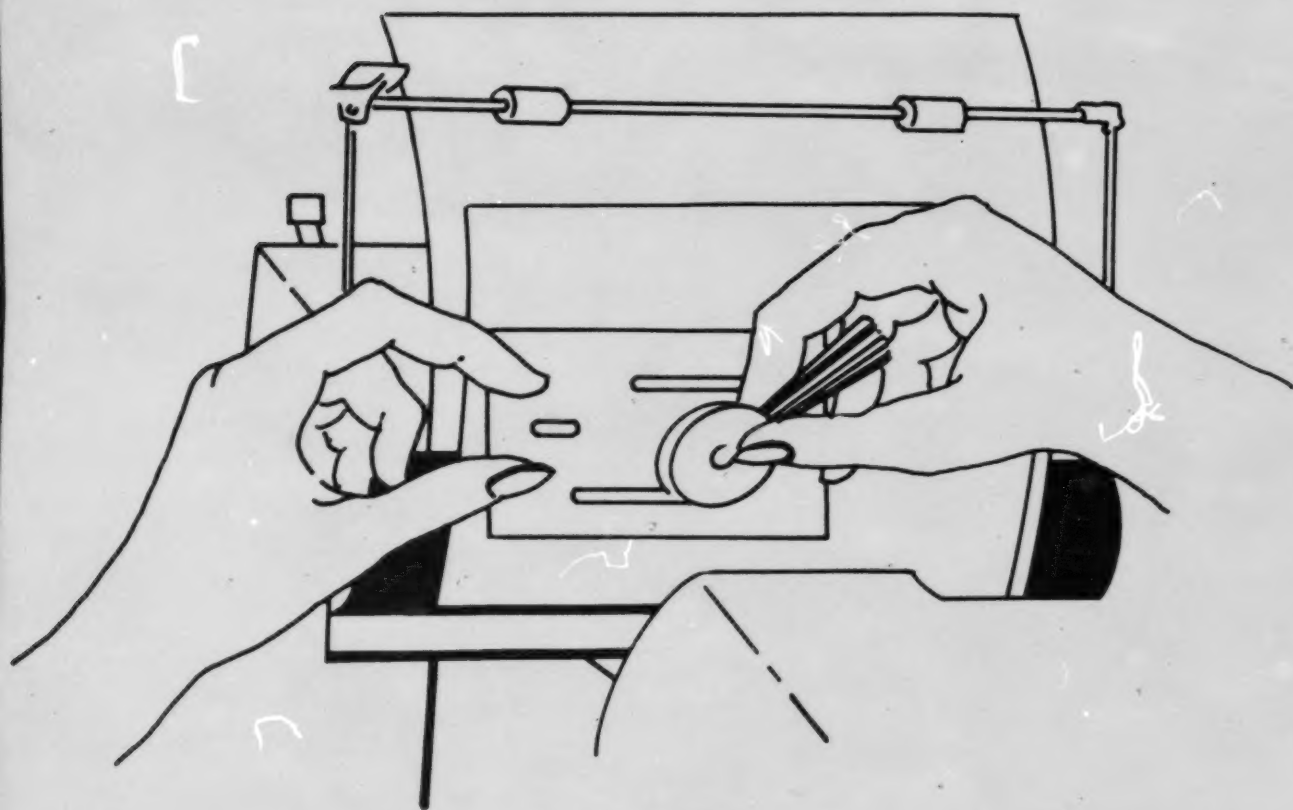
- A. Desk top assembly method

1. Place sheet of paper on desk.
2. Place carbon sheet--carbon side down--on paper.
3. Place another sheet on top of carbon, then carbon sheet, carbon side down.
4. Continue process until the number of desired sheets has been assembled with letterhead (if used) being on top.
5. Grasp pack; turn so that letterhead or top sheet faces forward. Straighten by tapping gently on desk.
6. Hold firmly and start pack into typewriter with paper release forward; then reset paper release and turn pack into machine.

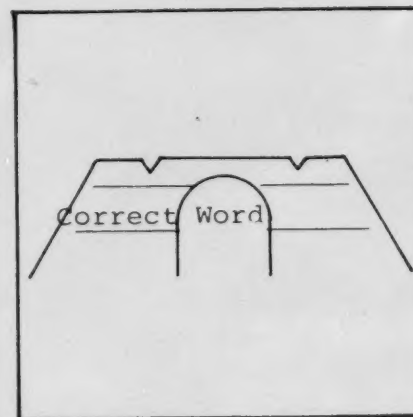
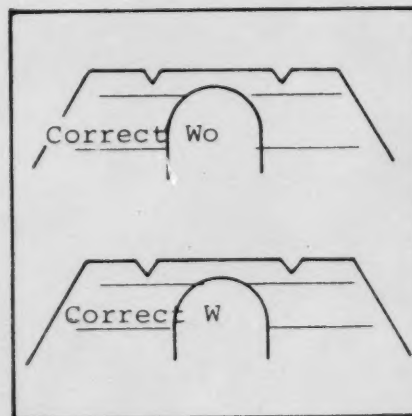
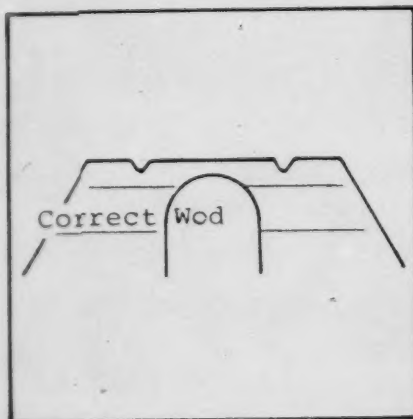
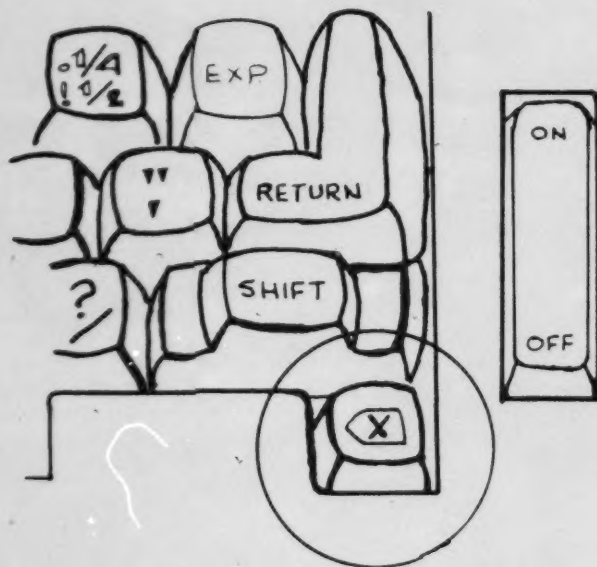
B. Machine assembly method

1. Assemble paper, original on top. Insert in machine with original facing forward.
2. Roll into machine until gripped by feed rollers.
3. Pull bottom of all sheets, except original or last sheet, over the top of the typewriter.
4. Place carbon between sheets, carbon side toward the keys. Flip each sheet back as carbon sheets are added.
5. Roll into position and type.

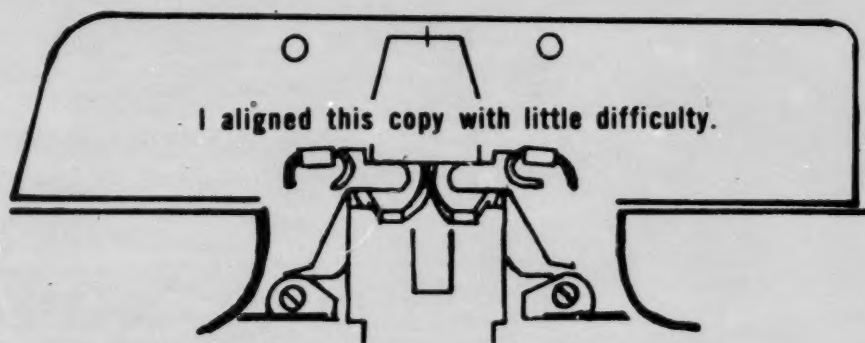
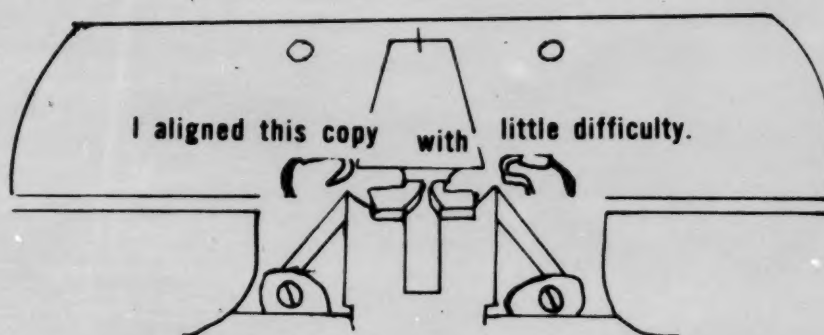
USING AN ERASER SHIELD



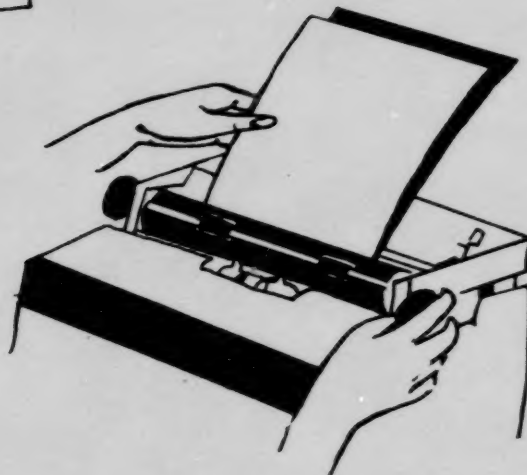
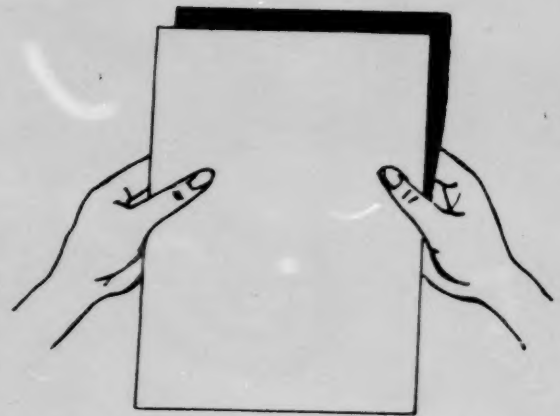
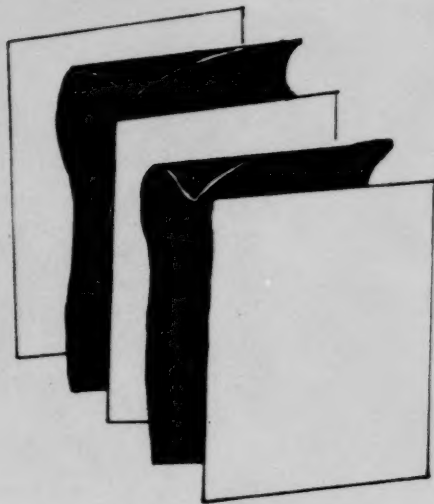
USING A CORRECTING KEY



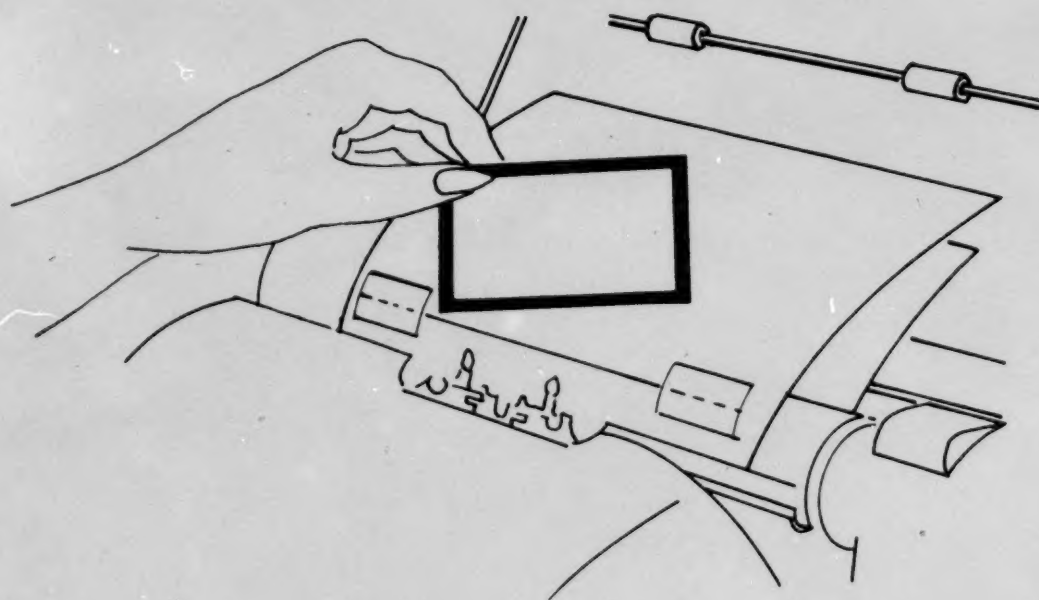
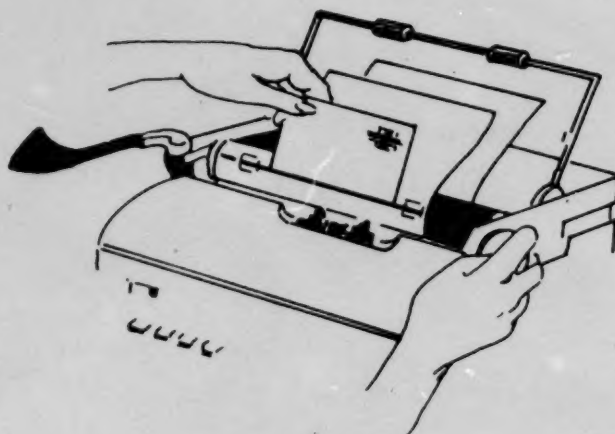
SAMPLE ALIGNMENTS



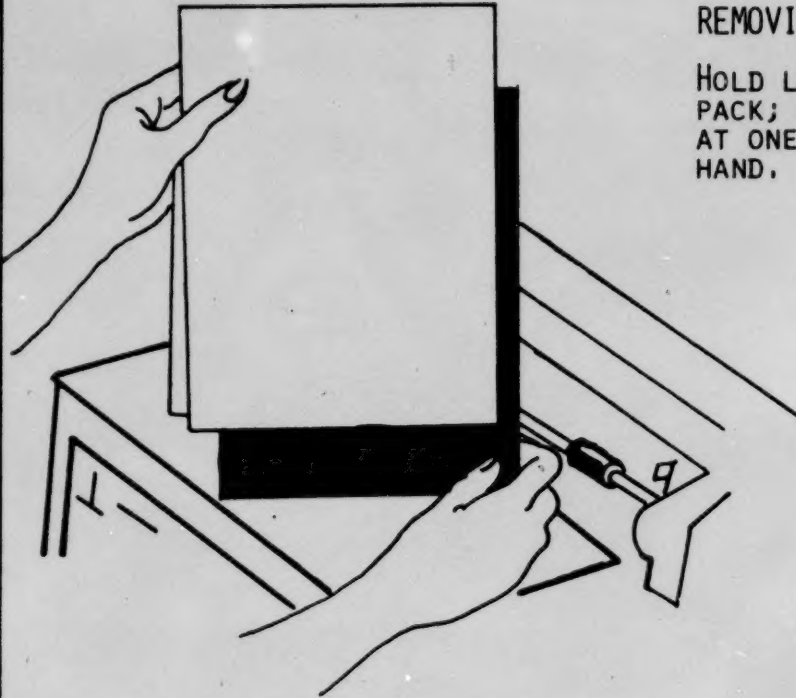
DESK TOP ASSEMBLY METHOD



MACHINE ASSEMBLY METHOD

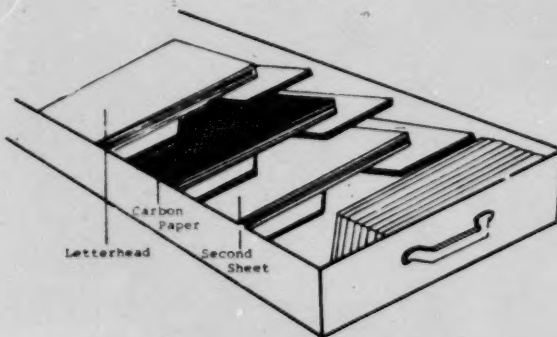


CARBON PACK TIPS



REMOVING CARBON SHEETS

HOLD LEFT EDGE OF CARBON-PACK; REMOVE CARBONS ALL AT ONE TIME WITH THE RIGHT HAND.



SLOTTED DRAWER ASSEMBLY

PULL SHEETS FROM SLOTS IN THIS ORDER:

LETTERHEAD
CARBON PAPER
SECOND SHEET.

HOLDING THE PACK LOOSELY IN BOTH HANDS, STRAIGHTEN THE SHEETS.

14.0900

UNIT II

CORRECTING ORIGINALS AND CARBON COPIES

ASSIGNMENT SHEET #1--CORRECTING ORIGINALS

Directions: Type the following sentence three times, triple spacing between each line. (Type it with the errors.) Correct the errors in the first sentence using an eraser; in the second sentence using correction paper; in the third sentence using correction fluid. (NOTE: If IBM Correcting Selectrics are used, type a fourth sentence correcting the errors using the correction key.) Repeat this process until you have made quality corrections with all three (or four) methods.

In making corrections, neatness is very important.

14.0900

UNIT II

CORRECTING ORIGINALS AND CARBON COPIES

ASSIGNMENT SHEET #2--ALIGNING

Directions: Type the following paragraph using double spacing. (Type the errors as they are shown.) Next, remove it from the typewriter and reinsert it into the machine. Align the copy and correct all errors using whatever method is desired.

Once there lived upon a rock a taod with twenty fingers. Some people he could mock - especially the singers. His favorite daytime fun was to tpye upon the keys, but Mr. Ray would get his gun and make the ole toad leave. For when Ms. Jones would type, her finers would turn green, and all the time she'd gripe; she'd really meka a scene. Mr. Ray did like the toad, but his typing wasn't worth hiring or Ms. Jones would hit the road as he did his yearly firing. 'Cause twenty fingers are much faster than ten could ever be and besides, Ms. Sones was vaster than the great, blue sea.

14.0900

UNIT II

CORRECTING ORIGINALS AND CARBON COPIES

ANSWERS TO ASSIGNMENT SHEETS

Assignment Sheet #1

Evaluated to the satisfaction of the instructor.

Assignment Sheet #2

Evaluated to the satisfaction of the instructor.

14.0900

UNIT -II

CORRECTING ORIGINALS AND CARBON COPIES

JOB SHEET #1--CORRECTING ORIGINAL AND CARBON COPIES

I. Tools and equipment needed:

- A. Typewriter
- B. Typing paper
- C. Carbon paper
- D. 3" x 5" Card
- E. Eraser
- F. Correction paper or fluid

II. Procedure:

Compose and type a letter with three carbons to Mr. Dean Russell, who is head of the Steno pool at Jarrall Enterprises, 1409 Whitfield Boulevard, James, Illinois 39447. The carbons are to be sent to Mrs. Reed Landrew, Mrs. Mary Hamberly, and Mr. Tom Norris. Assume you are a salesperson for Liquid Paper Company and write Mr. Russell a letter informing him of the new, improved liquid paper ingredients, the new spill-proof bottle, and the zero increase in cost from last year. Be sure to thank him for his previous business with Liquid Paper Company. Use your address as the address for the Liquid Paper Company. Use either method of assembling carbon packs. Correct all mistakes by the appropriate methods.

14.0900

UNIT II

CORRECTING ORIGINALS AND CARBON COPIES

ANSWERS TO JOB SHEETS

Job Sheet #1

Evaluated to the satisfaction of the instructor.

14.0900

UNIT II

CORRECTING ORIGINALS AND CARBON COPIES

UNIT TEST

1. Identify the main methods of correcting errors.
 - a.
 - b.
 - c.
 - d.
2. Explain the procedure for erasing errors on original and carbon copies.

3. Identify the procedures involved in using correction paper by placing a check (✓) by those procedures which apply.

- _____ a. Turn paper up a few spaces.
- _____ b. Remove correction paper.
- _____ c. Backspace to beginning of error.
- _____ d. Insert correction paper in front of the ribbon and in front of the error.
- _____ e. In typing carbons, correct by the erasing method.
- _____ f. Retype the error as it was made after removing the correction paper.
- _____ g. Backspace to the point where the error was made and type the correction.

4. Arrange the correction fluid process in the correct order by numbering 1 through 6.

- _____ a. Blow on error to speed drying of liquid.
- _____ b. Turn paper up a few spaces.
- _____ c. When liquid is dry, type correction.
- _____ d. Return applicator to bottle and tighten cap.
- _____ e. Apply liquid sparingly to error; be sure to cover entire area.
- _____ f. In typing carbons, correct by the erasing method after deleting the characters from the original.

5. Discuss the steps in using the correction key and ribbon.

6. Identify the important factors in making quality corrections by underlining them.

A B C D N E A T N E S S N

S E E D A Y D O I T Z M E

S A L I G N M E N T O U A

U A L I N H O L H O L D T

M B A G M N E S E S E G N

E N M N E A T N H O L E S

A S N E M N G I L L A S T

7. Discuss the process of aligning.

8. Identify and distinguish methods of assembling and inserting carbon packs. Briefly discuss each.

9. Demonstrate the ability to:

- a. Correct errors on an original through the use of a typewriter eraser, correction paper, correction fluid, and correction key (correction key - optional).
- b. Align copy and correct errors.
- c. Assemble and type on a carbon pack, correcting all errors.

(NOTE: If these skills have not been accomplished prior to the test, ask the instructor when they should be completed.)

14.0900

UNIT II

CORRECTING ORIGINALS AND CARBON COPIES

ANSWERS TO UNIT TEST

1. a. Erasing
b. Correction paper
c. Correction fluid
d. Correction key
2. Turn the platen forward a few spaces and move it to the far left or right so crumbs will not fall into the machine. Raise the paper bail and pull the original sheet forward. After placing a 3" x 5" card in front of the first carbon to protect it from smudges, place the original back into position. Make the erasure with a hard eraser, using an erasure shield to protect the material that is not to be erased. Remove the shield and any crumbs on the paper. Move the 3" x 5" card in front of the second carbon if more than one copy is being made. Erase the error on the first copy, using a soft eraser. Erase all errors in the same manner, remove the card, and type the correction.
3. a.
 ✓ b.
 ✓ c.
 d.
 ✓ e.
 f.
 ✓ g.
4. 4 a.
 1 b.
 6 c.
 3 d.
 2 e.

5 f.

5. Press the correcting key to backspace to the last incorrectly typed character. Strike the last incorrectly typed character to delete it from the paper. Backspace with the correcting key to the next incorrect character and restrike it to delete it from the paper. Repeat this process until all incorrect characters are deleted. In typing carbons, correct them by the erasing method after deleting characters from the original. Type the correct characters.

6.

A	B	C	D	<u>N</u>	E	A	T	N	E	S		S	N
S	E	E	D	A	.	Y	D	O	I	T	Z	M	E
S	<u>A</u>	L	I	G	N	M	E	N	T	O		U	A
U	A	L	I	N	H	O	L	H	O	L		D	T
M	B	A	G	M	N	E	S	E	S	E		G	N
E	N	M	N	E	A	T	N	<u>H</u>	O	L		E	S
A	S	N	E	M	N	G	I	L	L	A		S	T

7. When a paper is reinserted into the typewriter to add typing, it must be realigned. Insert the paper into the typewriter and move the carriage to the section of the paper that is typed. Note the relation of the top of the scale to the bottom of the letters with downstems. Note that the vertical line should point to the center of such letters as "i" and "l." Get an eye picture of the exact relation of the typed line to the top of the scale. Adjust the paper correctly to type a word with exactness. Use the variable line spacer to adjust the paper from forward to backward. Operate the paper release to move the paper to the left or right. Move the carriage to the section of the paper to be typed. Check the alignment accuracy by setting the ribbon control on stencil and type one of the letters. If necessary, make further adjustments. Return the ribbon to type position and type the word.
8. a. Machine assembly
- b. Desk top assembly
- c. Desk top assembly

In the desk top method, assemble the carbon sheets and paper by placing a sheet of paper on the desk, a carbon sheet (carbon side down), a sheet of paper, and so forth, ending with a sheet of paper on top. Insert the entire pack into the typewriter at one time with the top sheet facing forward.

In the machine assembly method, assemble the paper and insert it into the machine until gripped by the feed rollers. Pull all sheets over the top of the typewriter except the original. Place carbon sheets between these sheets, carbon side toward the keys. Roll into position and type.

9. Evaluated to the satisfaction of the instructor.

14.0900

UNIT III

TYPING OUTLINES

TERMINAL OBJECTIVE

After completing this unit of instruction, the student will be able to differentiate between the two types of outlines; give the purposes of outlines; explain the margins, headings, and spacing used in outlines; and type outlines. This knowledge will be evidenced through demonstration and by successfully completing a unit test.

SPECIFIC OBJECTIVES

After completing this unit of instruction, the student will be able to:

1. Differentiate between the two types of outlines.
2. Give the purposes of an outline.
3. Explain how to obtain correct margins.
4. List the types of headings and give an example of each.
5. Discuss proper spacing in outlines.
6. Demonstrate the ability to:
 - a. Type a topic outline with horizontal and vertical centering.
 - b. Type a sentence outline in reading position.

14.0900

UNIT III

TYPING OUTLINES

SUGGESTED ACTIVITIES

I. Instructor:

- A. Provide objective sheet.
- B. Discuss objective sheet.
- C. Provide information sheet.
- D. Discuss information sheet.
- E. Prepare transparencies.
- F. Provide assignment sheets.
- G. Discuss assignment sheets.
- H. Give test and evaluate results.

II. Student:

- A. Read objective sheet.
- B. Participate in discussion of objective sheet.
- C. Read information sheet.
- D. Participate in discussion of information sheet.
- E. View transparencies.
- F. Read assignment sheets.
- G. Complete assignment sheets.
- H. Take test.

INSTRUCTIONAL MATERIALS

I. Included in this unit:

- A. Objectives

- B. Information sheet
- C. Transparency masters
 - 1. III-TM-1--Outline Form
 - 2. III-TM-2--Topic Outline
 - 3. III-TM-3--Sentence Outline
- D. Assignment sheets
 - 1. Assignment Sheet #1--Topic Outline
 - 2. Assignment Sheet #2--Sentence Outline
- E. Answers to assignment sheets
- F. Test
- G. Answers to test

II. References:

A. Books

- 1. Anderson, Ruth I. and others. Administrative Secretary. 2nd ed. New York: McGraw-Hill Book Company, 1976.
- 2. Lessenberry, D. D. and others. Century 21 Typewriting. Cincinnati: South-Western Publishing Co., 1972.

B. Manuals

- 1. Gavin, Ruth E. and William A. Sabin. Reference Manual for Stenographers and Typists. 4th ed. New York: McGraw-Hill Book Company, 1970.
- 2. House, Clifford R. and Apollina M. Koebele. Reference Manual for Office Personnel. 5th ed. Cincinnati: South-Western Publishing Co., 1970.
- 3. Lessenberry, D. D. and others. Typewriting Style Manual. Cincinnati: South-Western Publishing Co., 1972.

C. Additional references

- 1. _____. Typing Individual Activities. #2930 Code D. Oak Lawn, Illinois: Duplicating Masters, Idea School Supply Co.

14.0900

UNIT III

TYPING OUTLINES

INFORMATION SHEET

I. Terms and definitions

- A. Topic outline--Is an outline written with a minimum of words in a statement form.
- B. Sentence outline--Is an outline written in complete sentences with correct punctuation.

II. Purposes

- A. To present information in a form that is concise and easy to understand
- B. To summarize information about a particular subject

III. Margins

A. Horizontal

- 1. Clear all margins and tab stops.
- 2. Move carriage to center of paper.
- 3. Backspace once for every two letters in the longest line in the outline. (Include Roman numerals and letters that extend the farthest to the left.)
- 4. Set a left margin.

B. Vertical

- 1. Determine the top margin, using the standard method of vertical centering.
- 2. For reading position, subtract 2 lines from the top margin.

IV. Headings

A. Title

- 1. Centered vertically, or placed in reading position, and horizontally.

2. Followed by a triple space.

B. Main headings--Roman numerals (I, II)

(NOTE: See Transparency Master #1)

C. Secondary headings--Capital letters (A, B)

(NOTE: See Transparency Master #1)

D. Subdivision headings--Arabic numbers (1, 2)

(NOTE: See Transparency Master #1)

E. Subdivision items--Small letters (a, b)

(NOTE: See Transparency Master #1)

V. Spacing

A. In using Roman and Arabic numerals, the periods should all be aligned, using the margin release if necessary.

B. Indent four spaces from one step to the next step.

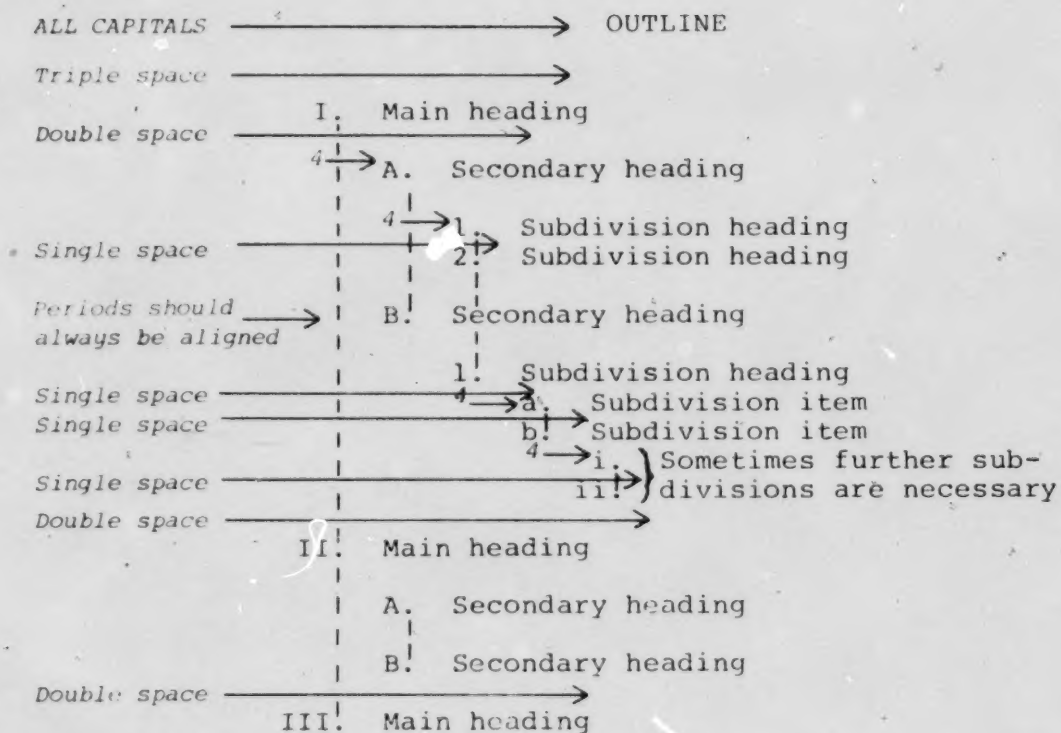
C. Double space before and after the main headings.

D. Single or double space consistently between the secondary materials.

E. All subdivisions parts are single spaced.

(NOTE: See Transparency Master #1)

OUTLINE FORM



TOPIC OUTLINE

MANUSCRIPTS

- I. Spacing and margins
 - A. Spacing
 - B. Margins
 - 1. Top binding
 - 2. Side binding
- II. Headings
 - A. Main
 - B. Side
 - C. Paragraph
- III. Page numbers
- IV. Footnotes
 - A. Within the body
 - B. On a separate page
- V. Bibliography
 - A. Alphabetical order
 - B. Single spaced
- VI. Table of contents
- VII. Title page
 - A. Title of report
 - B. Author
 - C. Date
 - D. Any other pertinent information

SENTENCE OUTLINE

HOW DO YOU MAKE STENCIL COPIES?

- I. Prepare the stencil.
 - A. Check stencil for proper assembly.
 - B. Prepare the typewriter.
 - 1. Place ribbon on stencil and clean keys.
 - 2. Turn on the typewriter.
 - 3. Set the margins and tab stops.
 - C. Insert stencil assembly into the typewriter.
 - D. Type the stencil.
 - E. Correct all errors.
- II. Prepare the stencil duplicator.
 - A. Place stencil on the drum.
 - B. Set the duplicator copy number.
 - C. Place copy paper in loading tray.
 - D. Check the ink level.
 - E. Turn on the duplicator.
- III. Make the copies.
 - A. Run the copier for the correct number of times.
 - B. Turn the machine off.
 - C. Collate with previously run copies.

14.0900

UNIT III

TYPING OUTLINES

ASSIGNMENT SHEET #1--TOPIC OUTLINE

Directions: Type a topic outline using the information contained in the Information Sheet as a basis for an outline. Be sure to center it horizontally and vertically.

14.0900

UNIT III

TYPING OUTLINES

ASSIGNMENT SHEET #2--SENTENCE OUTLINE

Directions: Type a sentence outline using reading position.
Be imaginative in creating this outline.

14.0900

UNIT III

TYPING OUTLINES

ANSWERS TO ASSIGNMENT SHEETS

Assignment Sheet #1

TYPING OUTLINES

- I. Terms and definitions
 - A. Topic outline
 - B. Sentence outline
- II. Purpose
- III. Margins
 - A. Horizontal
 - B. Vertical
- IV. Headings
 - A. Title
 - B. Main headings--Roman numerals
 - C. Secondary headings--Capital letters
 - D. Subdivision headings--Arabic numbers
 - E. Subdivision items--Small letters
- V. Spacing

Assignment Sheet #2

Evaluated to the satisfaction of the instructor.

14.0900

UNIT III

TYPING OUTLINES

UNIT TEST

1. Differentiate between the two types of outlines.
2. Give the purposes of an outline.
3. Explain how to obtain correct margins.

4. List the types of headings and give an example of each.

5. Discuss proper spacing in outlines.

6. Demonstrate the ability to:

a. Type a topic outline with horizontal and vertical centering.

b. Type a sentence outline in reading position.

(NOTE: If these skills have not been accomplished prior to the test, ask the instructor when they should be completed.)

14.0900

UNIT III

TYPING OUTLINES

ANSWERS TO UNIT TEST

1. A topic outline is an outline written with a minimum of words in a statement form, whereas a sentence outline is an outline written in complete sentences with correct punctuation.
2.
 - a. To present information in a form that is concise and easy to understand
 - b. To summarize information about a particular subject
3. To obtain the correct horizontal margins, clear all margins and tab stops, move carriage to center of the paper, and backspace once for every two letters in the longest line in the outline. Set the left margin at this point.

To determine the vertical margins, use the standard method of vertical centering. For reading position, subtract two lines from the top margin.
4.
 - a. Title --MANUSCRIPT
 - b. Main headings --I.
 - c. Secondary headings --A.
 - d. Subdivision headings --a.
 - e. Subdivision items
5. In using Roman and Arabic numerals, the periods should all be aligned, using the margin release if necessary. Indent four spaces from one step to the next step. Double space before and after the main headings. Single or double space consistently between the secondary material. All subdivision parts are single spaced.
6. Evaluated to the satisfaction of the instructor.

14.0900

UNIT IV

TYPING BUSINESS FORMS

TERMINAL OBJECTIVE

After completing this unit, the student will be able to apply "information on typing forms"; identify true statements that deal with typing shipping forms; list and discuss the various types of money forms; match statements on typing order and billing forms; and demonstrate the ability to type shipping, money, order, billing, and miscellaneous office forms. This knowledge will be evidenced through demonstration and by successfully completing a unit test.

SPECIFIC OBJECTIVES

After completing this unit of instruction, the student will be able to:

1. Apply "information on typing forms" to specific cases.
2. Identify true statements that deal with typing shipping forms.
3. List the types of money forms and discuss points that deal with typing money forms.
4. Match statements on typing order and billing forms with the correct form.
5. Complete the paragraphs dealing with miscellaneous office forms.
6. Demonstrate the ability to:
 - a. Type shipping forms.
 - b. Type money forms.
 - c. Type order and billing forms.
 - d. Type miscellaneous office forms.

14.0900

UNIT IV

TYPING BUSINESS FORMS

SUGGESTED ACTIVITIES

I. Instructor:

- A. Provide objective sheet.
- B. Discuss objective sheet.
- C. Provide information sheet.
- D. Discuss information sheet.
- E. Prepare transparencies.
- F. Provide assignment sheets.
- G. Discuss assignment sheets.
- H. Give test and evaluate results.

II. Student:

- A. Read objective sheet.
- B. Participate in discussion of objective sheet.
- C. Read information sheet.
- D. Participate in discussion of information sheet.
- E. View transparencies.
- F. Read assignment sheets.
- G. Complete assignment sheets.
- H. Take test.

INSTRUCTIONAL MATERIALS

I. Included in this unit:

- A. Objectives

B. Information sheet

C. Transparency masters

1. IV-TM-1--Mailing Labels
2. IV-TM-2--Shipping Orders
3. IV-TM-3--Bills of Lading
4. IV-TM-4--Receipts
5. IV-TM-5--Promissory Notes
6. IV-TM-6--Voucher Checks
7. IV-TM-7--Supplies and Stock Requisitions
8. IV-TM-8--Purchase Requisitions
9. IV-TM-9--Purchase Orders
10. IV-TM-10--Invoices
11. IV-TM-11--Credit Memoranda
12. IV-TM-12--Statements of Account
13. IV-TM-13--Interoffice Memoranda
14. IV-TM-14--Index Cards
15. IV-TM-15--Postal Cards
16. IV-TM-16--Duplicating Requisitions

D. Assignment sheets

1. Assignment Sheet #1--Typing Shipping Forms
2. Assignment Sheet #2--Typing Money Forms
3. Assignment Sheet #3--Typing Order and Billing Forms
4. Assignment Sheet #4--Typing Miscellaneous Office Forms

E. Answers to assignment sheets

F. Test

G. Answers to test

II. References:

- A. Archer, Fred C. and others. General Office Procedures. 4th ed. New York: McGraw-Hill Book Company, 1975.
- B. Blendon, Edward G. and Barbara H. Nalepa. Quick Survey Course in Forms Typing. New York: McGraw-Hill Book Company, 1968.
- C. House, Clifford R. and Samuel Skurow. Typewriting Style Manual. Cincinnati: South-Western Publishing Co., 1972.
- D. Lessenberry, D. D. and others. Century 21 Typewriting. Cincinnati: South-Western Publishing Co., 1972.
- E. Lessenberry, D. D. and others. Clerical Office Typing. Cincinnati: South-Western Publishing Co., 1972.
- F. Meehan, James A. and others. Secretarial Office Procedures. 8th ed. Cincinnati: South-Western Publishing Co., 1972.

14.0900

UNIT IV

TYPING BUSINESS FORMS

INFORMATION SHEET

I. Information on typing forms

A. Guide words

1. Follow guide words (like "FROM") by two blank spaces.
2. Align typing with the bottom edge of the guide word.
3. In a series of guide words, start typing all items at the same point--two spaces after the longest guide word.
4. Type on a line so that the line is in the position of an underscore.
5. Note how close the bottom of typing on your machine is in relation to the top of the aligning scale.
6. To align typing with printed words, adjust the paper so the bottom edge of the printing is as close to the aligning scale as the bottom of the typing is on your machine.
7. If the printing is too far above or below the scale, adjust the paper slightly so as to line up correctly the typing and the printing. Use the variable spacer which is located in the left cylinder knob.

B. Billing forms

1. When two or more items should line up, set a tab stop. When possible, line up items in the heading and the body.
2. When a ruled line separates the heading from the body of a form, leave one blank line (return the carriage twice) between the ruled line and the typed material.
3. Line up columns of numbers at the right. Leave two blank spaces between the numbers and the following vertical rule.

4. Line up columns of words at the left. Leave two blank spaces between the preceding vertical rule and the words.
5. When an item will not fit on one line, return the carriage to the next line, indent three spaces, and type the remainder of the item.

C. Amounts of money

1. Type amounts of money as close to the printed dollar sign as possible when the dollar sign is provided.
2. Type amounts of money in words as close to the beginning of the ruled line as possible. Capitalize only the first word.

II. Shipping forms

A. Mailing labels

1. Begin the address $3/4$ " from the left edge of the label and 4 lines below the top edge or return address.
2. All addresses must have at least three lines.
3. Single space all address lines.
4. Abbreviate the state name if no line is longer than the city and state when the state is spelled out, or type the state and zip code on a separate line.
5. Foreign country names are typed in all capital letters on a separate line.

B. Shipping orders

1. Always get the x in the proper box--holding the carriage if necessary.
2. Ruled lines should be in the position of an underscore line.
3. Single space all address lines.

C. Straight bill of lading

1. Use the same margins and tab stops at every possible instance.

2. Ruled lines should be in the position of an under-score line.
3. The delivering carrier is always the shipper, unless otherwise stated.

III. Money forms

A. Receipt

1. Ruled lines should be in the position of an under-score line.
2. Backspace from the year to get the starting point for typing the month and the day.
3. Use hyphens as leaders to complete the blank portion of the line for amounts of money.
4. Begin amounts of money as close to the dollar sign or beginning of the line as possible in order to prevent changes.

B. Promissory note

1. Use consistent tab stops whenever possible.
2. Fill in empty spaces of major lines with hyphens.
3. Begin amounts of money as close to the dollar sign or beginning of the line as possible in order to prevent changes.
4. Type the company or person's name so that it lines up with the bottom of the words "Value received."

C. Voucher check

1. Arrangement--same as on a receipt.
2. Type the address in the correct mailing form; begin one line below and three spaces to the right of the top corner guide.
3. The stub explains the reason for the check; therefore there is no reason for covering correspondence.

IV. Order and billing forms

A. Supplies and stock requisitions

1. Use consistent tab stops when at all possible.

2. Follow a guide word by two spaces.
3. Guide words and typed material should line up.
4. Number columns should end two spaces before the vertical line.
5. Word columns should begin two spaces after the vertical line.

B. Purchase requisitions

1. Use consistent tab stops when at all possible.
2. Follow a guide word by two spaces.
3. Guide words and typed material should line up.
4. Addresses are always single spaced.

C. Purchase orders

1. All addresses should be single-spaced.
2. Guide words and typed material should line up.
3. Use consistent tab stops when at all possible.
4. TOTAL should be typed in all capital letters a double space below the last line; line it up with the D in Description.

D. Invoices

1. Placement of the material is the same as in the previous billing forms explained.
2. TOTAL should be typed in all capital letters a double space below the last line; line it up with the D in Description.

E. Credit memos

1. Placement of the material is the same as in the previous billing forms explained.

F. Statements of account

1. Placement of the material is the same as in the previous billing forms explained.
2. Invoices are charges; payments and credit memos are credits.

3. Add charges; subtract credits.

V. Miscellaneous office forms

A. Interoffice memoranda

1. Start typing two spaces after the guide words.
2. Set tab stops two spaces after the guide words.
3. Guide words and typed material should line up.
4. Left margin--two spaces after the guide words
5. Right margin--same number of spaces from edge of paper as the left margin
6. Use consistent tab stops whenever possible.

P. Index cards

1. Guide words and typed material must line up.
2. Use consistent margins and tab stops whenever possible.
3. Type on a line so that the line is in the position of an underscore line.
4. Use all capital letters for the name at the bottom of the card.

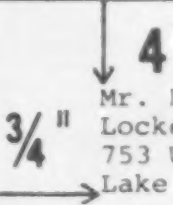
C. Postal cards

1. Start the date at the center; double space below the return address.
2. Typed material and printing should line up.
3. Center the title of the reprint.
4. Be sure to place the x in the proper box.
5. Type the address single spaced.

D. Duplicating requests

1. Use consistent margins and tab stops when possible.
2. Type on a line so that the line is in the position of an underscore line.
3. Be sure to place the x in the proper box--holding the carriage if necessary.

MAILING LABELS

BOILER INDUSTRIES, INC. 111 GARY STREET HOUMA, LOUISIANA 70111	BOILER INDUSTRIES, INC. 111 GARY STREET HOUMA, LOUISIANA 70111
 Mr. H. G. Zelder Locke Enterprises 753 West Rock Drive Lake Town, Maine 17913	Mrs. Joan Gill 718 Lafayette Street Rock Roary, Illinois 71911
BOILER INDUSTRIES, INC. 111 GARY STREET HOUMA, LOUISIANA 70111	BOILER INDUSTRIES, INC. 111 GARY STREET HOUMA, LOUISIANA 70111
Mrs. Mary D. Stone Petty Ohio 79170	AMC, Incorporated 327 Fortress Street Niagara Falls, Ontario CANADA

SHIPPING ORDERS

IV-213

SHIPPING ORDER

TODAY'S DATE (fill in date)

SHIPMENT MUST REACH DESTINATION BY (3 weeks from today) (Date)

CHECK ONE ☒ PREPAID ☐ COLLECT

HANDLING & SHIPPING INSTRUCTIONS

INSURE FOR THE VALUATION OF \$180.00

DESCRIPTION OF ARTICLES Everstand bookcase

NOTE: To avoid delay in any foreign customs depts. all foreign shipments, contents of which can easily be duplicated, should not be insured or a valuation placed on it.

AUTHORIZED

SIGNATURE

Ext 2189

Floor 3

ACCOUNTING
CHARGE NO

189

732

288

001

AMOUNT \$

RECORD FOR SHIPPING DEPARTMENT

SHIPPED VIA

DATE

SHIPPED

WEIGHT

PCS

RETURN REQUESTED AFTER 5 DAYS

FROM:

BUSINESS SUPPLIER'S, INC.

721 HAMPTON ST., NEW YORK, N.Y., 10016, U.S.A.

NAME Terry Weaver

DEPT Furniture

TO:

Jorey-Dreis Corporation
1010 Side Street
Gainsville, Iowa 41993

CONTENTS: MERCHANDISE

NO. 71139

14.0900-IV-TM-2

BILL OF LADING

STRAIGHT BILL OF LADING—ORIGINAL—NOT NEGOTIABLE

RED BALL TRUCKING

Shipper's No. 718802

COMPANY Agent's No.

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading.

at Jones, Pennsylvania (Current date) 19 --

from Hartford and Son, Inc.

(Mail or street address of consignee—For purposes of notification only)

Consigned to Mr. Ray Foxx 773 Westgate Road

Destination Doubletake State of Indiana County of Dough

Route

Delivering Carrier Red Ball Trucking Company Car Initial Car No.

No. Packages	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	*WEIGHT (Subject to Correction)	CLASS OR RATE	CHECK COLUMN	If charges are to be pre- paid, write or stamp here, "To be Prepaid."
2	9' x 12' carpets	108			

*If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is carrier's or shipper's weight.

NOTE—Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property.

The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding

PREPAID

Charges Advanced:

\$ 10.1013

per

Hartford and Son, Inc. Shipper Agent

Per Per

14.0900-IV-TM-3

IV-215

RECEIPT

Current date 19 --

Received from Alice Schech

Seven and no/100 - - - - - -Dollars

For school yearbook, 19

\$ 7.00

Karen L. Wallace
Karen L. Wallace

14.0900-IV-TM-4

PROMISSORY NOTE

\$ 290.00 Current date 19 --

Sixty days - - - - - after date I promise to pay to
the order of Oliver-Downing Bros. - - - - -

Two hundred ninety and no/100- - - - - Dollars

at Washington Bank, Franklinton, Washington - - - - -

Value received

James I. Fredd

No. 112 Due (60 days from above date)

14.0900-IV-TM-5

VOUCHER CHECK

Lee Realty
1 West Road
New Hope, Ohio 71711

1-783
206

PAY _____ Current date, 19 -- No. 197
TO THE
ORDER OF Brand Names Only \$ 211.50

Two hundred eleven and 50/100- - - - - DOLLARS

National State Bank
New Hope, Ohio 71711

Lee Realty

AUTHORIZED SIGNATURE

DETACH AND RETAIN THIS STATEMENT • The attached check is in payment of items described below. If not correct, notify us promptly.

For purchase of equipment

┌
Brand Names Only
77 Every Street
New Hope, Ohio 71711
└

14.0900-IV-TM-6

IV-221

STOCK REQUISITION

SUPPLIES AND STOCK REQUISITION FORM

Browning, Inc.

Camden Branch

PERSON: Gilda Curtrer
DEPARTMENT: Billing
LOCATION: Second Floor

DATE REQUESTED: Today's date
DATE WANTED: (one week from today)
DATE DELIVERED:

PURPOSE: Supply replenishment

STOCK ROOM NO.:

APPROVED: _____

No.	Description	Delivered	O/S
1 ream 1 box 1 box	Overall bond paper, 8 1/2" x 11" Overall envelopes, No. 10 Green Bic pens -- felt tip		

Note: Allow at least five days before reordering out-of-stock (O/S) items.

Delivery Receipt

14.0900-IV-TM-7

IV-223

PURCHASE REQUISITION

ROLSTONEY COMPANY

711 TIMEX AVENUE, RED LION, PA. 31908

Purchase Requisition
No. **7134**

Department: Supply
Location: Mill Annex
Person: J. D. Bennett

Date of Request: (current date)
Date Wanted: (2 weeks from current date)

Reason: Replenishment

Approvals: _____

Signature of Department Head

Other Signature Required

QUANTITY	DE	RIPTION	SUGGESTED PURCHASE SOURCE
10 reams		Rolstoney letterhead, 8 1/2" x 11"	Delta Printing Company
5 boxes		Rolstoney envelopes, No. 10	728 Columbia Road
5 boxes		Rolstoney envelopes, No. 6 3/4	Red Lion, Pennsylvania 31908
15 reams		Rolstoney interoffice memos, 8 1/2" x 11"	

PURCHASING DEPARTMENT INFORMATION

Ordered From: _____

Purchase Order Number: _____

Date Ordered: _____

Date Received: _____

14.0900-IV-TM-8

IV-225

PURCHASE ORDER

AKRON INVESTORS

190 HOLCOMBE CIRCLE, TAMIE, FLORIDA 71101

PURCHASE ORDER NO. **783**

To: Ben Douglas & Company
Rt. 3 Box 781
Fayetteville, Arkansas 98201

Date: (current date)

Ship Via: Atlas Freight Lines

PLEASE SHIP AND BILL US FOR THE GOODS LISTED BELOW.
IF FOR ANY REASON YOU CANNOT DELIVER WITHIN 30 DAYS,
LET US KNOW AT ONCE. PLEASE REFER TO OUR PURCHASE
ORDER NUMBER (ABOVE) IN ALL COMMUNICATIONS

QUANTITY	DESCRIPTION	YOUR CAT. NO.	UNIT PRICE	AMOUNT
7 boxes	Legal-size, tri-tab file folders	PO651	3.00	21.00
8 boxes	Letter-size, tri-tab file folders	PO602	2.50	20.00
2 boxes	Legal-size, tri-tab guides	PO708	2.75	5.50
2 boxes	Letter-size, tri-tab guides	PO719	2.25	4.50
TOTAL				51.00

NOTE: YOUR BILL TO US SHOULD INDICATE ALL YOUR USUAL DISCOUNTS. PAYMENT WILL BE MADE UPON RECEIPT OF BILL WITH GOODS.

Purchasing Agent

INVOICE

CAROLE PRINTERS

258 DOWNING BLVD., JAMES, RHODE ISLAND 74130

Invoice No. 13980

TO: Elton & Elton, Inc.
215 Fordwack Street
St. Louis, Missouri 63377

DATE: (current date)

Shipped
via: Air Express

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
3 boxes	Liquid Paper correction fluid, 1/2 fl. oz.	10.00	30.00
1 box	Carter's Rubber Cement, 4 fl. oz.	8.00	8.00
1 dozen	Carter's Treck EDIT-BLUE pens	.55	6.60
	TOTAL		44.60

CREDIT MEMO

FABRE CORPORATION

252 EAST TENTH STREET, ASH, UTAH 47980

Credit Memorandum

To: Gaskell-Jones, Inc.
493 Bayview Drive
Holden, Georgia 39811

Date: (current date)
Credit Memo No: 150
Order No: PQ711983

Your Account has been Credited as Follows:

Quantity	Description	Cat. No.	Unit Price	Total
7	Volvo chairs, wrong style	VN712	110.10	770.70
5	Volvo table, wrong kind	VN643	75.50	377.50
	TOTAL			1148.20

STATEMENT OF ACCOUNT

INDIGO INCORPORATED

19811 TENSEN STREET
KENNER, LOUISIANA 70808

Statement of Account

WITH Linda Peters School of Dance
734 Richmond Street
Montrose, Nebraska 27218

DATE May 1, 19--

AMOUNT ENCLOSED

\$

PLEASE RETURN THIS STUB WITH CHECK

DATE	REFERENCE	CHARGES	CREDITS	BALANCE
April 1	Balance forward			241.00
April 6	Invoice, I-98	57.90		298.90
April 15	Payment on account		100.00	198.90
April 21	Invoice, I-191	76.50		275.40
April 26	Credit memo, CM 391		29.40	246.00
May 1	Amount due			246.00

14.0900-IV-TM-12

IV-233

INTEROFFICE MEMORANDUM

Interoffice Memorandum

TO Linda Sayers, Head
Billing Department

FROM Joseph Sateullo,
Office Manager

SUBJECT New computer

DATE current date

All office staff will meet in the Conference Room at 8 a.m. Friday (date of next) to receive instruction on the new I.B.M. 701 which will be installed the following Monday to replace the present computer.

Please see that your department staff is present.

JS

odp

14.0900-IV-1M-13

IV-235

INDEX CARDS

LAST NAME	FIRST NAME	MIDDLE NAME OR INITIAL
Meyers	Josephine	Lee
Date of Graduation: June 1, 19-- Age at Graduation: 18 Typing Speed (5 min.): 85 wam, 2 errors Telephone Number: (318) 777-5552 Address: 3080 French Quarter Lane Orange, Texas 78910 Work Experiences: School newspaper; yearbook, 2 years; clerk-typist, 2 summers		
LAST NAME ONLY		Typing Grade Each Semester
MEYERS		1 B 2 B 3 4
TYPYST PLEASE NOTE THIS SCALE CORRESPONDS TO PICA SPACING		

LAST NAME	FIRST NAME	MIDDLE NAME OR INITIAL
Faust	Ronald	A.
Date of Graduation: May 17, 19-- Age at Graduation: 17 Typing Speed (5 min.): 60 wam, 1 error Telephone Number: (715) 398-2184 Address: 658 Berne Avenue Dale, Maine 43912 Work Experiences: Part-time sales clerk, 2 years		
LAST NAME ONLY		Final Typing Grade Each Semester
FAUST		1 C 2 B 3 4
TYPYST PLEASE NOTE THIS SCALE CORRESPONDS TO ELITE SPACING		

POSTAL CARDS

984 EASTVILLE, JANE, UTAH 13309

ZOEBECK PUBLISHERS

Current date

Dear Mr. Ross:

Thank you for your request for a reprint of

"Secretarial Aides"

☐ It was mailed on

☒ It is currently out of stock. We expect to have copies
available within two weeks

Customer Services Dept.



Mr. Terry Ross
40 Boxwood Drive
Troy, New Hampshire 11540

DUPLICATING REQUEST

DUPLICATING SERVICE REQUISITION

NAME Irene Smith

ACCT. NUMBER 127-380-5812

DEPARTMENT Sales

EXT. 223

DUPLICATING

	PRINTING METHOD	OTHER SERVICES
Make <u>30</u> copies	☐ Offset	☒ Collate
of <u>4</u> pages each.	☐ Mimeo	☒ Staple
Print on ☒ one side.	☐ Ditto	☐ Cut _____ size
☐ both sides.	☒ Xerox	☐ Rynch
If color stock is desired,	☐ Bruning	☐ Pad _____ to the pad.
specify color <u>white</u>		
Department letterheads MUST be supplied.		

SPECIAL INSTRUCTIONS: Material is needed tomorrow at 10:00 a.m.

DUPLICATING SERVICE REQUISITION

NAME Gilda Curtrrer

ACCT. NUMBER 401-70-1270

DEPARTMENT Purchasing

EXT. 241

DUPLICATING

	PRINTING METHOD	OTHER SERVICES
Make <u>10</u> copies	☒ Offset	☒ Collate
of <u>2</u> pages each.	☐ Mimeo	☐ Staple
Print on ☐ one side.	☐ Ditto	☐ Cut _____ size
☒ both sides.	☐ Xerox	☒ Punch
If color stock is desired,	☐ Bruning	☐ Pad _____ to the pad.
specify color <u>white</u>		
Department letterheads MUST be supplied.		

SPECIAL INSTRUCTIONS:

14.0900

UNIT IV

TYPING BUSINESS FORMS

ASSIGNMENT SHEET #1--SHIPPING FORMS

Directions: Following the transparency masters and information sheet section on shipping forms, type the following business forms. First, copy the information from the transparency masters using one form. Then, type the second form, using the information given below. (NOTE: There are two copies of each business form provided.)

A. Mailing labels

Mr. R. K. Lavinghouse, 2209 West Ridgewood, Fairmont,
Nebraska 91802

Mr. Arnie Blankers, The Reuters Plant and Seed Company,
98 Harrison Drive, New Haven, Florida 81936

Dr. Joe Brown, Director, Fiscal Affairs Office, Capitol
Building, Room 211890, Jackson, Mississippi 79580

Mrs. Mary Sunshine, 29 La Huerta, Green Valley, Arizona
11891

B. Shipping order

The shipment must reach its destination five days from the current date. It is prepaid and should be insured for \$150. The item is an executive desk chair. Apartment Finders, Incorporated, extension 2230, second floor, is charging this shipment to account #7180 537 099. The shipment goes to: Mr. Joseph Retegue, Office Services Department, Apartment Finders, Incorporated, 72201 Hillcroft Rd., Houston, Texas 70808.

C. Bill of lading

The shipper's number of Roadway Trucking Company is #795 2370. The shipment was received at Houston, Texas, today (current date) from the Office Outfitters Company. The shipment was addressed to Mr. Roy Welsh, 1298 Lost Horizons Circle, Charlotte, North Carolina, in Roane County. One package, a restored antique credenza, weighing 209 pounds, is being sent prepaid.

DAYTON PRODUCTS, INC.

3 TIME AVENUE

CITYVILLE, UTAH 11111

DAYTON PRODUCTS, INC.

723 TIME AVENUE

CITYVILLE, UTAH 11111

DAYTON PRODUCTS, INC.

23 TIME AVENUE

CITYVILLE, UTAH 11111

DAYTON PRODUCTS, INC.

723 TIME AVENUE

CITYVILLE, UTAH 11111

DAYTON PRODUCTS, INC. 723 TIME AVENUE CITYVILLE, UTAH 11111	DAYTON PRODUCTS, INC. 723 TIME AVENUE CITYVILLE, UTAH 11111
DAYTON PRODUCTS, INC. 723 TIME AVENUE CITYVILLE, UTAH 11111	DAYTON PRODUCTS, INC. 723 TIME AVENUE CITYVILLE, UTAH 11111

SHIPPING ORDER

TODAY'S DATE _____

SHIPMENT MUST REACH DESTINATION BY _____ (Date)

CHECK ONE: ☐ PREPAID ☐ COLLECT

HANDLING & SHIPPING INSTRUCTIONS

INSURE FOR THE VALUATION OF _____

DESCRIPTION OF ARTICLES _____

NOTE: To avoid delay in any foreign customs depts. all foreign shipments, contents of which can easily be duplicated, should not be insured or a valuation placed on it.

AUTHORIZED

SIGNATURE _____ Ext. _____ Floor _____

ACCOUNTING
CHARGE NO.

--	--	--	--

AMOUNT \$

RECORD FOR SHIPPING DEPARTMENT

SHIPPED VIA _____ DATE SHIPPED _____ WEIGHT _____ # PCS _____

RETURN REQUESTED AFTER 5 DAYS

FROM: **BUSINESS SUPPLIER'S, INC.**
721 HAMPTON ST., NEW YORK, N.Y., 10016, U.S.A.

NAME _____ DEPT. _____

TO:

CONTENTS: MERCHANDISE

NO. 71138

SHIPPING ORDER

TODAY'S DATE: _____

SHIPMENT MUST REACH DESTINATION BY _____ (Date)

CHECK ONE ☐ PREPAID ☐ COLLECT

HANDLING & SHIPPING INSTRUCTIONS

INSURE FOR THE VALUATION OF _____

DESCRIPTION OF ARTICLES _____

NOTE: To avoid delay in any foreign customs depts - all foreign shipments, contents of which can easily be duplicated, should not be insured or a valuation placed on it.

AUTHORIZED
SIGNATURE _____

Ext. _____ Floor _____

ACCOUNTING
CHARGE NO.

--	--	--	--

AMOUNT \$

RECORD FOR SHIPPING DEPARTMENT

SHIPPED VIA _____ DATE _____ SHIPPED _____ WEIGHT _____ # PCS _____

RETURN REQUESTED AFTER 5 DAYS

FROM:

BUSINESS SUPPLIER'S, INC.

721 HAMPTON ST., NEW YORK, N.Y., 10016, U.S.A.

NAME: _____ DEPT. _____

TO:

CONTENTS: MERCHANDISE

NO. 71138

STRAIGHT BILL OF LADING—ORIGINAL—NOT NEGOTIABLE

Shipper's No. _____

COMPANY Agent's No. _____

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading,

_____ , 19 _____

from _____

(Mail or street address of consignee—For purposes of notification only)

Consigned to _____

Destination _____ State of _____ County of _____

Route _____

Delivering Carrier _____ Car Initial _____ Car No. _____

No. Packages	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	*WEIGHT (Subject to Correction)	CLASS OR RATE	CHECK COLUMN	If charges are to be pre- paid, write or stamp here, "To be Prepaid."

If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is "carrier's or shipper's weight."

NOTE—Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property.

The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding

per _____

Charges Advanced:

\$ _____ 1013

Shipper

Agent

Per _____

Per _____

STRAIGHT BILL OF LADING—ORIGINAL—NOT NEGOTIABLE

Shipper's No. _____

COMPANY Agent's No. _____

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading,

_____, 19 ____

(Mail or street address of consignee—For purposes of notification only)

Assigned to _____

Destination _____ State of _____ County of _____

Route _____

Delivering Carrier _____ Car Initial _____ Car No. _____

No. Packages	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	*WEIGHT (Subject to Correction)	CLASS OR RATE	CHECK COLUMN	If charges are to be prepaid, write or stamp here, "To be Prepaid."

When the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is "carrier's or shipper's weight."
NOTE—Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property.
 The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding _____ per _____

Charges Advanced:

\$ _____ 101013

 Shipper Agent

Per _____ Per _____

211

14.0900

UNIT IV

TYPING BUSINESS FORMS

ASSIGNMENT SHEET #2--MONEY FORMS

Directions: Following the transparency masters and information sheet sections on money forms, type the following business forms. First, copy the information from the transparency master on one form. Then type the second form using the information given below. (NOTE: There are two copies of each business form provided.)

A. Receipt

Make a receipt to Scott A. Gwyn in the amount of \$100 for the purchase of a second-hand lawn mower. Jackson D. Browning will sign the receipt.

B. Promissory note

In 30 days Travis Trenton promises to pay to the order of Patrick A. Loving the sum of \$67.10 at the C & C County Bank, Zeeville, New Mexico. The note number is 26.

C. Voucher

Make out check No. 269 to the Real Life Photographer, 711 Greenery Rd., Camden, Oregon 31715, in the amount of \$127.98 for photographic services completed.

_____19____

Received from _____

_____ **Dollars**

\$ _____

_____19____

Received from _____

_____ **Dollars**

\$ _____

\$ _____ 19 _____
_____ after date _____ promise to pay to
the order of _____
_____ Dollars
at _____
Value received
No. _____ Due _____

\$ _____ 19 _____
_____ after date _____ promise to pay to
the order of _____
_____ Dollars
at _____
Value received
No. _____ Due _____

Day Star
Larado City,
New Mexico 79317

1-783
208

PAY _____ 19____ No. _____
TO THE _____ \$ _____
ORDER OF _____

_____ DOLLARS

City and State Bank
Larado City, New Mexico 79317

Day Star

AUTHORIZED SIGNATURE

DETACH AND RETAIN THIS STATEMENT • The attached check is in payment of items described below. If not correct, notify us promptly.

Day Star
Larado City,
New Mexico 79317

1-783
208

PAY _____ 19__ No. _____
TO THE
ORDER OF _____ \$ _____

_____ DOLLARS

City and State Bank
Larado City, New Mexico 79317

Day Star

AUTHORIZED SIGNATURE

DETACH AND RETAIN THIS STATEMENT • The attached check is in payment of items described below. If not correct, notify us promptly.

14.0900

UNIT IV

TYPING BUSINESS FORMS

ASSIGNMENT SHEET #3--ORDER AND BILLING FORMS

Directions: Following the transparency masters and information sheet sections on order and billing forms, type the following business forms. First, copy the information from the transparency master on one form. Then type the second form using the information given below. (NOTE: There are two copies of each business form provided.)

A. Stock requisition

Irene Smith of the Billing Department, on the 2nd floor, needs to order the following supplies. She needs them one month from today.

1/2 dozen	tablets of 202 graph paper
2 dozen	Camden envelopes
2 dozen	San Francisco envelopes
2 dozen	Chicago envelopes
1 box	Red Bic felt-tip pens
1 box	Green Bic felt-tip pens

B. Purchase requisition

Mrs. Austin Holcombe of the Accounting Department, in the Mill Division Building, wants the following items for replacement of equipment. She needs them by 6 weeks from today's date.

2	IBM Correcting Selectrics, Dual-pitch
4	Texas Instruments TI 71090 Tape Calculators
3	Texas Instruments TI 69801 Digital Calculators

A suggested source is Delta Printing Company, 7891 Columbus Drive, Harris, New York 98107

C. Purchase order

Prepare a purchase order to T K Valve, Incorporated, 2001 West Airline Highway, Metairie, Louisiana 70101. They should ship via Southern Express the following items:

1000	#201 valve adapters	PR 711	.50	500.00
750	#809 valves	XT 47	2.00	1500.00
250	Valve clamps	XZ 98	1.00	250.00
	(adjustable)			
TOTAL				2250.00

D. Invoice

To: Rooter's Supply Company, 1797 Stonewall St., Ft. Worth,
Texas 78703

10 reams plain bond paper, white, 8 1/2" x 11", @1.30,
13.00

10 reams erasable bond paper, white, 8 1/2" x 11",
@1.45, 14.50

1 box mimeograph stencils (50 per box), 8 1/2" x 11",
@5.00, 5.00

1 box fluid master sets (50 per box), 8 1/2" x 11",
@4.50, 4.50

TOTAL 37.00

E. Credit memo

Number 219 should be made out to Mrs. Miriam Sandifier,
728 Montgomery St., Athens, Georgia 30160. Her order
number was PO 7189-12.

1 Sterling floor lamp, damaged in delivery SFL 8901
145.00, 145.00

1 Sterling hanging lamp, ceiling mount, wrong style,
SHL 7153, 50.00, 50.00

TOTAL 195.00

F. Statement of account

Prepare a monthly statement for Charles E. Cook, 605
Louisiana Avenue, White Sands, Mississippi 39470.

May 1	Balance brought forward	65.00
May 15	Invoice, IN 71003	101.00 166.00
May 20	Credit memo, CM 917	57.00 109.00
May 26	Payment on account	75.00 34.00
May 29	Invoice, IN 71019	50.00 84.00
June 1	Amount due	84.00

SUPPLIES AND STOCK REQUISITION FORM

Browning, Inc.

Camden Branch

PERSON:
DEPARTMENT:
LOCATION:

DATE REQUESTED:
DATE WANTED:
DATE DELIVERED:

PURPOSE:

STOCK ROOM NO.:

APPROVED: _____

No.	Description	Delivered	O/S

Note: Allow at least five days before reordering out-of-stock (O/S) items.

Delivery Receipt

SUPPLIES AND STOCK REQUISITION FORM

Browning, Inc.

Camden Branch

PERSON:

DATE REQUESTED:

DEPARTMENT:

DATE WANTED:

LOCATION:

DATE DELIVERED:

PURPOSE:

STOCK ROOM NO.:

APPROVED: _____

No.	Description	Delivered	O/S

Note: Allow at least five days before reordering out-of-stock (O/S) items.

Delivery Receipt

711 TIMEX AVENUE, RED LION, PA. 31908

Purchase Requisition
No. **NEXT CONSECUTIVE
NUMBER**

Date of Request:

Date Wanted:

Person:

Reason:

Approvals:

Signature of Department Head

Other Signature Required

QUANTITY	DESCRIPTION	SUGGESTED PURCHASE SOURCE

PURCHASING DEPARTMENT INFORMATION

Ordered From:

Purchase Order Number:

Date Ordered:

Date Received:

ROLSTONEY COMPANY

711 TIMEX AVENUE, RED LION, PA. 31908

Purchase Requisition
No. **NEXT CONSECUTIVE
NUMBER**

Department:

Location:

Person:

Reason:

Date of Request:

Date Wanted:

Approvals:

Signature of Department Head

Other Signature Required

QUANTITY	DESCRIPTION	SUGGESTED PURCHASE SOURCE

ALL TIMEX AVENUE, RED LION, PA. **PURCHASING DEPARTMENT INFORMATION****ROLSTONEY COMPANY**

Purchase Order Number: _____

Date Ordered: _____

Date Received: _____

AKRON INVESTORS

90 HOLCOMBE CIRCLE, TAMIE, FLORIDA 71101

PURCHASE ORDER NO. **NEXT
CONSECUTIVE
NUMBER**

To:

Date:

PLEASE SHIP AND BILL US FOR THE GOODS LISTED BELOW.
IF FOR ANY REASON YOU CANNOT DELIVER WITHIN 30 DAYS,
LET US KNOW AT ONCE. PLEASE REFER TO OUR PURCHASE
ORDER NUMBER (ABOVE) IN ALL COMMUNICATIONS

Ship Via:

QUANTITY	DESCRIPTION	YOUR CAT. NO.	UNIT PRICE	AMOUNT

NOTE: YOUR BILL TO US SHOULD INDICATE ALL YOUR USUAL DIS-
COUNTS. PAYMENT WILL BE MADE UPON RECEIPT OF BILL WITH GOODS.

Purchasing Agent

AKRON INVESTORS

190 HOLCOMBE CIRCLE, TAMIE, FLORIDA 71101

PURCHASE ORDER NO. **NEXT
CONSECUTIVE
NUMBER**

To:

Date:

Ship Via:

PLEASE SHIP AND BILL US FOR THE GOODS LISTED BELOW.
IF FOR ANY REASON YOU CANNOT DELIVER WITHIN 30 DAYS,
LET US KNOW AT ONCE. PLEASE REFER TO OUR PURCHASE
ORDER NUMBER (ABOVE) IN ALL COMMUNICATIONS

QUANTITY	DESCRIPTION	YOUR CAT. NO.	UNIT PRICE	AMOUNT

NOTE: YOUR BILL TO US SHOULD INDICATE ALL YOUR USUAL DIS-
COUNTS. PAYMENT WILL BE MADE UPON RECEIPT OF BILL WITH GOODS.

Purchasing Agent

258 DOWNING BLVD., JAMES, RHODE ISLAND 74130

Invoice No. **NEXT**
CONSECUTIVE
NUMBER

DATE: _____

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT

14.0900

IV-265

228

CAROLE PRINTERS

258 DOWNING BLVD., JAMES, RHODE ISLAND 74130

Invoice No. **NEXT
CONSECUTIVE
NUMBER**

TO:

DATE:

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT

FABRE CORPORATION
252 EAST TENTH STREET, ASH, UTAH 47980

Credit Memorandum

To:

Date:

Credit Memo No:

Order No:

Your Account has been Credited as Follows:

Quantity	Description	Cat. No.	Unit Price	Total

FABRE CORPORATION

252 EAST TENTH STREET, ASH, UTAH 47980

Credit Memorandum

To:

Date:

Credit Memo No:

Order No:

Your Account has been Credited as Follows:

Quantity	Description	Cat. No.	Unit Price	Total

DIGO INCORPORATED

**19811 TENSEN STREET
KENNER, LOUISIANA 70808**

Statement of Account

WITH

DATE

AMOUNT ENCLOSED

\$

PLEASE RETURN THIS STATEMENT WITH CHECK

DATE	REFERENCE	CHARGES	CREDITS	BALANCE

INDIGO INCORPORATED

**19811 TENSEN STREET
KENNER, LOUISIANA 70808**

Statement of Account

WITH:

DATE:

AMOUNT ENCLOSED

\$

PLEASE RETURN THIS STUB WITH CHECK

DATE	REFERENCE	CHARGES	CREDITS	BALANCE

14.0900

UNIT IV

TYPING BUSINESS FORMS

ASSIGNMENT SHEET #4--MISCELLANEOUS OFFICE FORMS

Directions: Following the transparency masters and information sheet sections on miscellaneous office forms, type the following business forms. First, copy the information from the transparency master on one form. Then type the second form, using the information given below. (NOTE: There are two copies of each business form provided.)

A. Interoffice memo

TO: All education staff members

FROM: The Locust staff

SUBJECT: Yearbook pictures

Once again it is time to photograph all you lovely people for the school yearbook. On (use a date and day one week from today) after 1:20 p.m., please report to room 108 of the Student Union Building. We will stop taking pictures at 5 p.m.

If you wish to give us a studio picture instead, please bring it by at 1:10 p.m.

Thank you!

B. Index card

Prepare an index card for yourself like the transparency master you just copied.

C. Postal card

Mr. Sidney P. Pounds of 26 Jane's Lane, Louisville, Kentucky 17390 wrote us for two reprints of his "Physical Education Booklet." We mailed it today.

D. Duplicating request

Bob Anderson of the Inventory Account's Department, Extension 233, is charging his job to 780-91345-2. He wants 45 copies of 12 sheets Xeroxed, sorted, and collated.

IV-273

14-0960

Interoffice Memorandum

TO

FROM

SUBJECT

DATE

IV-274
+LCC-11

Interoffice Memorandum

TO

FROM

SUBJECT

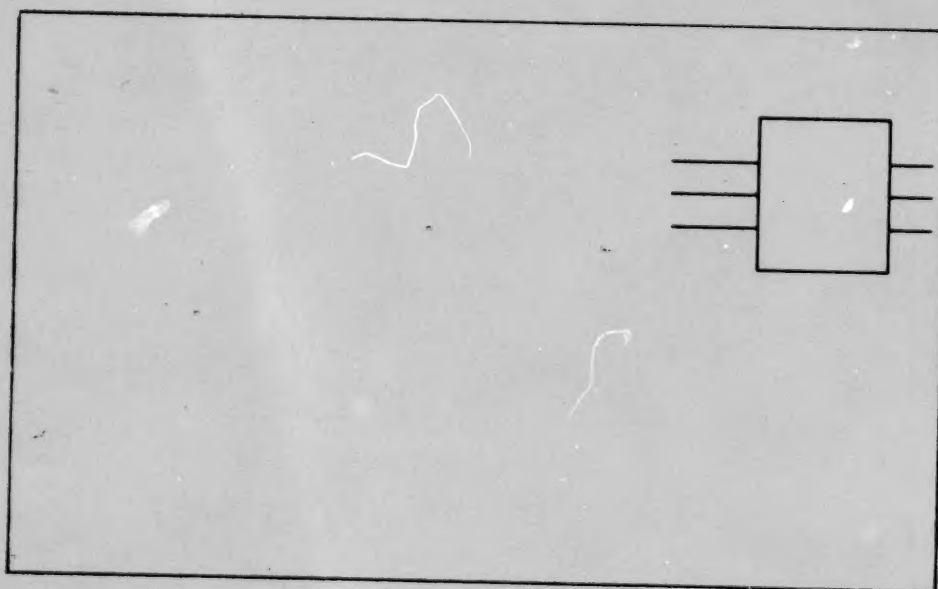
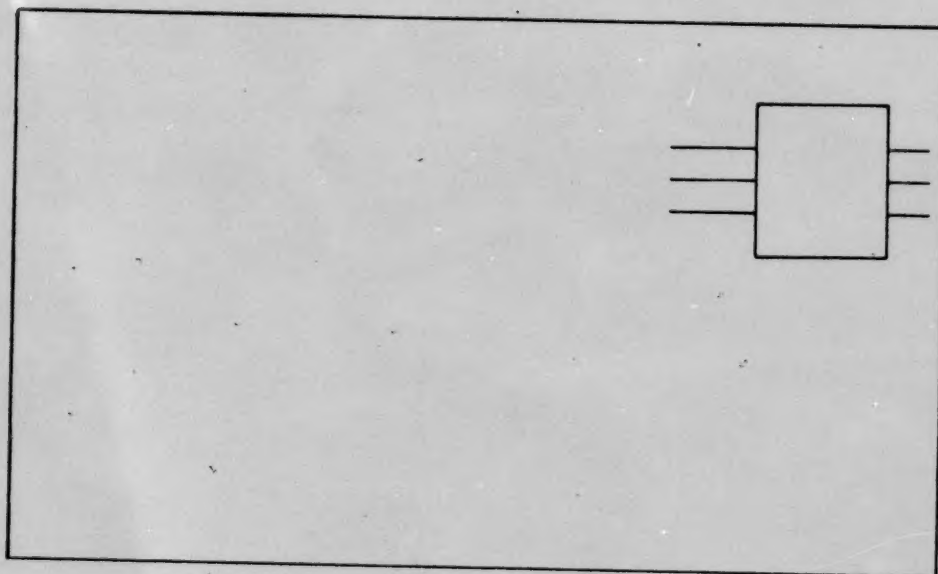
DATE

LAST NAME	FIRST NAME	MIDDLE NAME OR INITIAL
Date of Graduation:		
Age at Graduation:		
Typing Speed (5 min.):		
Telephone Number:		
Address:		
Work Experiences:		

LAST NAME ONLY	Typing Grade Each Semester
TYPIST PLEASE NOTE: THIS SCALE CORRESPONDS TO RICA SPACING	

LAST NAME	FIRST NAME	MIDDLE NAME OR INITIAL
Date of Graduation:		
Age at Graduation:		
Typing Speed (5 min.):		
Telephone Number:		
Address:		
Work Experiences:		

LAST NAME ONLY	Typing Grade Each Semester
TYPIST PLEASE NOTE: THIS SCALE CORRESPONDS TO ELITE SPACING.	



984 EASTVILLE, JANE, UTAH 13309

ZOEBECK PUBLISHERS

Thank you for your request for a reprint of

- ☐ It was mailed on
- ☐ It is currently out of stock. We expect to have copies available

Customer Services Dept.

984 EASTVILLE, JANE, UTAH 13309

ZOEBECK PUBLISHERS

Thank you for your request for a reprint of

- ☐ It was mailed on
- ☐ It is currently out of stock. We expect to have copies available

Customer Services Dept.

947

DUPLICATING SERVICE REQUISITION

NAME _____

ACCT. NUMBER _____

DEPARTMENT _____

EXT. _____

DUPLICATING

	PRINTING METHOD	OTHER SERVICES
Make _____ copies	☐ Offset	☐ Collate
of _____ pages each.	☐ Mimeo	☐ Staple
Print on ☐ one side. ☐ both sides.	☐ Ditto	☐ Cut _____ size
If color stock is desired,	☐ Xerox	☐ Punch
specify color _____	☐ Bruning	☐ Pad _____ to the pad.
Department letterheads MUST be supplied.		

SPECIAL
INSTRUCTIONS:

DUPLICATING SERVICE REQUISITION

NAME _____

ACCT. NUMBER _____

DEPARTMENT _____

EXT. _____

DUPLICATING

	PRINTING METHOD	OTHER SERVICES
Make _____ copies	☐ Offset	☐ Collate
of _____ pages each.	☐ Mimeo	☐ Staple
Print on ☐ one side. ☐ both sides.	☐ Ditto	☐ Cut _____ size
If color stock is desired,	☐ Xerox	☐ Punch
specify color _____	☐ Bruning	☐ Pad _____ to the pad.
Department letterheads MUST be supplied.		

SPECIAL
INSTRUCTIONS:

14.0900

UNIT IV

TYPING BUSINESS FORMS

ANSWERS TO ASSIGNMENT SHEETS

(NOTE: All copies of transparency masters are evaluated to the satisfaction of the instructor.)

Assignment Sheet #1

A.

DAYTON PRODUCTS, INC. 723 TIME AVENUE CITYVILLE, UTAH 11111	DAYTON PRODUCTS, INC. 723 TIME AVENUE CITYVILLE, UTAH 11111
Mr. R. K. Lavinghouse 2209 West Ridgewood Fairmont, Nebraska 91802	Mr. Arnie Blankers The Reuters Plant and Seed Co. 98 Harrison Drive New Haven, Florida 81936
DAYTON PRODUCTS, INC. 723 TIME AVENUE CITYVILLE, UTAH 11111	DAYTON PRODUCTS, INC. 723 TIME AVENUE CITYVILLE, UTAH 11111
Dr. Joe Brown, Director Fiscal Affairs Office Capital Building, Room 211890 Jackson, Mississippi 79580	Mrs. Mary Sunshine 29 La Huerta Green Valley, Arizona 11891

B.

SHIPPING ORDER

TODAY'S DATE Current dateSHIPMENT MUST REACH DESTINATION BY (5 days from today) (Date)CHECK ONE ☒ PREPAID ☐ COLLECT**HANDLING & SHIPPING INSTRUCTIONS**INSURE FOR THE VALUATION OF \$150.00DESCRIPTION OF ARTICLES Executive desk chair

NOTE: To avoid delay in any foreign customs depts - all foreign shipments, contents of which can easily be duplicated, should not be insured or a valuation placed on it.

AUTHORIZED

SIGNATURE _____ Ext. 2230 Floor 2ACCOUNTING
CHARGE NO

	7180	537	099
--	------	-----	-----

AMOUNT \$

RECORD FOR SHIPPING DEPARTMENT

SHIPPED VIA _____ DATE SHIPPED _____ WEIGHT _____ PCS _____

RETURN REQUESTED AFTER 5 DAYS

FROM:

BUSINESS SUPPLIER'S, INC.**721 HAMPTON ST., NEW YORK, N.Y., 10016, U.S.A.**NAME Joseph Retegue DEPT. Office Serv.TO: Apartment Finders, Incorporated72201 Hillcroft RoadHouston, Texas 70808

CONTENTS: MERCHANDISE

NO. 71138

STRAIGHT BILL OF LADING—ORIGINAL—NOT NEGOTIABLE

ROADWAY TRUCKING

Shipper's No. 7952370

COMPANY Agent's No.

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading,

at Houston, Texas (current date), 19

from Office Outfitters Company

(Mail or street address of consignee—For purposes of notification only)

Consigned to Mr. Roy Welsh 1298 Lost Horizons Circle

Destination Charlotte State of North Carolina County of Roane

Route

Delivering Carrier Car Initial Car No.

No. Packages	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	*WEIGHT (Subject to Correction)	CLASS OR RATE	CHECK COLUMN	If charges are to be pre- paid, write or stamp here, "To be Prepaid."
1	Restored antique credenza	209			

*If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is "carrier's or shipper's weight."

NOTE—Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property.

The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding

PREPAID

Charges Advanced:

\$ 101013

Office Outfitters Company Shipper

Agent

Per

Per

current date 19 --

Received from Scott A. Gwyn

One hundred and no/100 - - - - - **Dollars**

For second-hand lawn mower

\$ 100.00

Jackson D. Browning

\$ 67.10 current date 19 --

Thirty days after date I promise to pay to

the order of Patrick A. Loving

Sixty-seven and 10/100- - - - - **Dollars**

at C & C County Bank, Zeeville, New Mexico

Value received Travis Trenton

No. 26 **Due** (30 days from above date)

Day Star
Larado City,
New Mexico 79317

1-783
208

PAY
TO THE
ORDER OF Real Life Photographer \$ 127.98

One hundred twenty-seven and 98/100----- DOLLARS

City and State Bank
Larado City, New Mexico 79317

Day Star

AUTHORIZED SIGNATURE

DETACH AND RETAIN THIS STATEMENT • The attached check is in payment of items described below. If not correct, notify us promptly.

For photographic services completed

┌
Real Life Photographer
711 Greenery Road
Camden, Oregon 31715
└

A.

SUPPLIES AND STOCK REQUISITION FORM

Browning, Inc.

Camden Branch

PERSON: Irene Smith
 DEPARTMENT: Billing
 LOCATION: Second Floor

DATE REQUESTED: Current date
 DATE WANTED: (one month from today)
 DATE DELIVERED:

PURPOSE: Supply replenishment

STOCK ROOM NO.:

APPROVED: _____

No.	Description	Delivered	O/S
1/2 dozen	Tablets, 202 graph paper		
2 dozen	Camden envelopes		
2 dozen	San Francisco envelopes		
2 dozen	Chicago envelopes		
1 box	Red Bic felt-tip pens		
1 box	Green Bic felt-tip pens		

Note: Allow at least five days before
 reordering out-of-stock (O/S) items.

 Delivery Receipt

ROLSTONEY COMPANY

711 TIMEX AVENUE, RED LION, PA. 31908

Purchase Requisition
No. **NEXT CONSECUTIVE
NUMBER**

Department: Accounting
Location: Mill Division Building
Person: Mrs. Austin Holcombe

Date of Request: (Current date)
Date Wanted: 6 weeks from today

Reason: Replacement

Approvals: _____

Signature of Department Head

Other Signature Required

QUANTITY	DESCRIPTION	SUGGESTED PURCHASE SOURCE
2	IBM Correcting Selectrics, Dual Pitch	Delta Printing Company 7891 Columbus Drive Harris, New York 98107
4	Texas Instruments TI 71090 Tape Calculators	
3	Texas Instruments TI 69801 Digital Calculators	

PURCHASING DEPARTMENT INFORMATION

Ordered From: _____

Purchase Order Number: _____

Date Ordered: _____

Date Received: _____

AKRON INVESTORS

190 HOLCOMBE CIRCLE, TAMIE, FLORIDA 71101

PURCHASE ORDER NO. **NEXT
CONSECUTIVE
NUMBER**

To: T K Valve, Incorporated
2001 West Airline Highway
Metairie, Louisiana 70101

Date: (Current date)

Ship Via: Southern Express

PLEASE SHIP AND BILL US FOR THE GOODS LISTED BELOW.
IF FOR ANY REASON YOU CANNOT DELIVER WITHIN 30 DAYS,
LET US KNOW AT ONCE. PLEASE REFER TO OUR PURCHASE
ORDER NUMBER (ABOVE) IN ALL COMMUNICATIONS

QUANTITY	DESCRIPTION	YOUR CAT. NO.	UNIT PRICE	AMOUNT
1000	#201 valve adapters	PR 711	.50	500.00
750	#809 valves	XT 47	2.00	1500.00
250	Valve clamps (adjustable)	XZ 98	1.00	250.00
	TOTAL			2250.00

NOTE: YOUR BILL TO US SHOULD INDICATE ALL YOUR USUAL DIS-
COUNTS. PAYMENT WILL BE MADE UPON RECEIPT OF BILL WITH GOODS.

Purchasing Agent

CAROLE PRINTERS

258 DOWNING BLVD., JAMES, RHODE ISLAND 74130

Invoice No. **NEXT**
CONSECUTIVE
NUMBER

TO: Rooter's Supply Company
1797 Stonewall Street
Fort Worth, Texas 78703

DATE: (Current date)

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
10 reams	Plain bond paper, white, 8 1/2" x 11"	1.30	13.00
10 reams	Erasable bond paper, white, 8 1/2" x 11"	1.45	14.50
1 box	Mimeograph stencils (50/box), 8 1/2" x 11"	5.00	5.00
1 box	Fluid master sets (50/box), 8 1/2" x 11"	4.50	4.50
	TOTAL		37.00

E.

FABRE CORPORATION

252 EAST TENTH STREET, ASH, UTAH 47980

Credit Memorandum

To: Mrs. Miriam Sandifier
728 Montgomery Street
Athens, Georgia 30160

Date: (Current date)
Credit Memo No: 219
Order No: PO7189-12

Your Account has been Credited as Follows:

Quantity	Description	Cat. No.	Unit Price	Total
1	Sterling floor lamp, damaged in delivery	SFL 8901	145.00	145.00
1	Sterling hanging lamp, ceiling mount, wrong style	SHL 7153	50.00	50.00
				195.00
	TOTAL			

INDIGO INCORPORATED

19811 TENSEN STREET
KENNER, LOUISIANA 70808

Statement of Account

WITH Charles E. Cook
605 Louisiana Avenue
White Sands, Mississippi 39470

DATE (current date)

AMOUNT ENCLOSED

\$

PLEASE RETURN THIS STUB WITH CHECK

DATE	REFERENCE	CHARGES	CREDITS	BALANCE
May 1	Balance brought forward			65.00
May 15	Invoice, IN 71003	101.00		166.00
May 20	Credit memo, CM 917		57.00	109.00
May 26	Payment on account		75.00	34.00
May 29	Invoice, IN 71019	50.00		84.00
June 1	Amount due			84.00

14.0900

IV-289

A.

Interoffice Memorandum

TO All education staff members FROM The Locust Staff

SUBJECT Yearbook pictures DATE (current date)

Once again it is time to photograph all you lovely people for the school yearbook. On (use a date and day one week from today) after 1:20 p.m. please report to room 108 of the Student Union Building. We will stop taking pictures at 5 p.m.

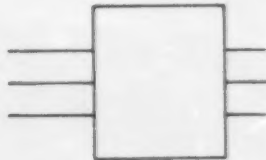
If you wish to give us a studio picture instead, please bring it by at 1:10 p.m.

Thank you!

urs

B. Evaluated to the satisfaction of the instructor.

C.



Mr. Sidney Pounds
26 Jane's Lane
Louisville, Kentucky 17390

984 EASTVILLE, JANE, UTAH 13309

ZOEBECK PUBLISHERS

(current date)

Dear Mr. Pounds:

Thank you for your request for a reprint of
"Physical Education Booklet"

☒ It was mailed on (current date)

☐ It is currently out of stock. We expect to have copies
available

Customer Services Dept.

D.

DUPLICATING SERVICE REQUISITIONNAME Bob AndersonACCT. NUMBER 780-91345-2DEPARTMENT Inventory Account'sEXT. 233**DUPLICATING**

	PRINTING METHOD	OTHER SERVICES
Make <u>45</u> copies	☐ Offset	☒ Collate
of <u>12</u> pages each.	☐ Mimeo	☐ Staple
Print on ☒ one side.	☐ Ditto	☐ Cut _____ size
☐ both sides.	☒ Xerox	☐ Punch
If color stock is desired,	☐ Bruning	☐ Pad _____ to the pad.
specify color _____		
Department letterheads MUST be supplied.		

SPECIAL
INSTRUCTIONS:

14.0900

UNIT IV

TYPING BUSINESS FORMS

UNIT TEST

1. Apply "information on typing forms" to the following cases. In the space provided below, explain how the example could be improved.

a. TO: Jane Doe

SUBJECT: Sales Report

b. HEADING

Date	Name	Address	Position

c.

Quantity	Quantity
100	1
75	2
56	12
10	3
	10

d. Pay to the Order of _____ \$ 29.20

e. TO: Mary Rogers

f. TO: Mary Lee FROM:
Rogers

g. NAME Carla Thomas

h.

UNITS	DESCRIPTION
1	Tiffany night lamp
1	Oak nightstand
1	Vanity accessories package

i. FROM: Dr. J. R. Green

j. Pay to
the order of _____ \$ _____

One Hundred Dollars and no/100 - - - - -

2. Identify true statements that deal with typing shipping forms by circling T for true and F for false.

T F a. All addresses must have three lines.

T F b. Single space addresses.

T F c. In straight bills of lading, use the same margins and tab stops at every possible instance.

T F d. Ruled lines should be in the position of an underscore.

T F e. The delivering carrier is the shipper only when stated.

- T F f. Begin the typing of mailing label addresses 1/2" from the left edge of the label.
 - T F g. Always get the x in the proper box--holding the carriage if necessary.
 - T F h. Foreign country addresses are typed in the same manner as other addresses.
 - T F i. Double space a two-line address.
 - T F j. Abbreviate the state name if no line is longer than the city and state when the state is spelled out.
3. List the types of money forms and discuss points that deal with typing money forms.

4. Match statements on typing order and billing forms with the correct form by placing a check mark (✓) in the column that corresponds to the form.

- I Supplies and stock requisitions
- II Purchase requisitions
- III Purchase Orders
- IV Invoices
- V Credit memos
- VI Statements of account

	I	II	III	IV	V	VI
a						
b						
c						
d						
e						
f						
g						
h						
i						
j						

- a. The guide words and typed material should line up whenever possible.
- b. Neither the addressing rule nor the exception to the rule apply here.
- c. Use consistent tab stops whenever possible.
- d. "TOTAL" should be typed in all capital letters.
- e. Single space all addresses.
- f. On this form invoices are charges; payments and credit memos are credits.
- g. The number columns should begin two spaces before the vertical line.
- h. Add charges; subtract credits.

- i. Word columns should begin two spaces after the vertical line.
 - j. Follow a guide word by two spaces.
5. Complete the paragraph dealing with miscellaneous office forms.

The four types of miscellaneous office forms are a) _____
_____, b) _____
c) _____, and d) _____.
In each use consistent e) _____ and f) _____
_____ when possible. In an g) _____
_____ the right margin should be the same number of spaces from the right edge of the paper as the left margin. When typing h) _____, use all capital letters for the name at the bottom. When typing i) _____, start the date at the center, a double space below the return address. Be sure to j) _____ the title of the reprint.

6. Demonstrate the ability to:
- a. Type shipping forms.
 - b. Type money forms.
 - c. Type order and billing forms.
 - d. Type miscellaneous office forms.

(NOTE: If these skills have not been accomplished prior to the test, ask the instructor when they should be completed.)

14.0900

UNIT IV

TYPING BUSINESS FORMS

ANSWERS TO UNIT TEST

1.
 - a. In a series of guide words, start typing all items at the same point--two spaces after the longest guide word.
 - b. When a ruled line separates a heading from the body of a form, leave one blank line (return the carriage twice) between the ruled line and the typed material.
 - c. Line up columns of numbers at the right. Leave two blank spaces between the numbers and the following vertical rule.
 - d. Type amounts of money as close to the printed dollar sign as possible when the dollar sign is provided.
 - e. Align typing with the bottom edge of the guide words.
 - f. When an item will not fit on one line, return the carriage to the next line, indent three spaces, and type the remainder of the item.
 - g. Type on a line so that it is in the position of an underscore.
 - h. Line up columns of words at the left. Leave two blank spaces between the preceding vertical rule and the words.
 - i. Follow guide words by two blank spaces.
 - j. Type amounts of money as close to the beginning of a ruled line as possible. Capitalize only the first word.
2.
 - a. T
 - b. F
 - c. T
 - d. T
 - e. F

f. F

g. T

h. F

i. F

j. T

3. a. Receipt

b. Promissory note

c. Voucher check

d. Stock requisitions

In addition to the standard points in typing business forms, there are several which deal specifically with money forms.

On a receipt, promissory note, and voucher check, backspace from the year to get the starting point for typing the month and day. Use hyphens as leaders to complete the blank portion of the line for amounts of money and always begin amounts of money as close to the dollar sign or beginning of the line as possible in order to prevent changes.

4. I II III IV V VI

a	✓	✓	✓	✓	✓	✓
b	✓					
c	✓	✓	✓	✓	✓	✓
d			✓	✓	✓	
e		✓	✓	✓	✓	✓
f						✓
g	✓	✓	✓	✓	✓	✓
h						✓
i	✓	✓	✓	✓	✓	✓
j	✓	✓	✓	✓	✓	✓

5. a. Interoffice memoranda

b. Index cards

- c. Postal cards
 - d. Duplicating requests
 - e. Margins
 - f. Tab stops
 - g. Interoffice memoranda
 - h. Index cards
 - i. Postal cards
 - j. Center
6. Evaluated to the satisfaction of the instructor.

14.0900

UNIT V

BUSINESS LETTERS AND ENVELOPES

TERMINAL OBJECTIVE

After completing this unit, the student will be able to identify four major styles of business letters, type mailable copies of these styles, as well as type two-page letters with special features, and demonstrate the ability to use small, large, or window envelopes for appropriate letters. Knowledge of this material will be evidenced by demonstration and by successfully completing a unit test.

SPECIFIC OBJECTIVES

After completing this unit of instruction, the student will be able to:

1. Define terms associated with typing business letters and envelopes.
2. Identify the parts of a business letter and explain the exact position of each part.
3. Discuss the various letter styles, placement, and punctuation.
4. Identify the types of envelopes.
5. Explain the correct procedure for addressing the three parts of large and small envelopes.
6. Explain how to fold and insert letters in envelopes correctly.
7. Demonstrate the ability to:
 - a. Compose and type a letter describing the various styles of business correspondence.
 - b. Address envelopes using correct addresses and special notations.
 - c. Type a two-page letter using a second-page heading.

14.0900

UNIT V

BUSINESS LETTERS AND ENVELOPES

SUGGESTED ACTIVITIES

- I. Instructor:
 - A. Provide objective sheet.
 - B. Discuss objective sheet.
 - C. Provide information sheet.
 - D. Discuss information sheet.
 - E. Prepare transparencies.
 - F. Demonstrate proper procedures for addressing envelopes.
 - G. Provide job sheets.
 - H. Discuss job sheets.
 - I. Give test and evaluate results.
- II. Student:
 - A. Read objective sheet.
 - B. Participate in discussion of objective sheet.
 - C. Read information sheet.
 - D. Participate in discussion of information sheet.
 - E. View transparencies.
 - F. View demonstration of proper procedures for addressing envelopes.
 - G. Read job sheets.
 - H. Complete job sheets.
 - I. Take test.

INSTRUCTIONAL MATERIALS

I. Included in this unit:

- A. Objectives
- B. Information sheet
- C. Transparency masters
 - 1. V-TM-1--Parts of a Letter
 - 2. V-TM-2--Letter Styles
 - 3. V-TM-3--Placement of Letters of Various Lengths
 - 4. V-TM-4--Types of Envelopes
 - 5. V-TM-5--Folding and Inserting Envelopes
 - 6. V-TM-6--Correctly Addressed Envelopes
 - 7. V-TM-7--Side Headings
 - 8. V-TM-8--State Abbreviations
- D. Job sheets
 - 1. Job Sheet #1--Typing Letter Styles
 - 2. Job Sheet #2--Addressing Envelopes
 - 3. Job Sheet #3--Typing a Two-Page Letter
- E. Answers to job sheets
- F. Test
- G. Answers to test

II. References:

- A. Anderson, Ruth I. and others. Administrative Secretary. 2nd ed. New York: McGraw-Hill Book Company, 1976.
- B. Bele, Robert P. Typewriting Office Practice Set. 5th ed. Cincinnati: South-Western Publishing Co., 1973.
- C. Casady, Cleo P. and Mona J. Casady. Business Letter Typing. 2nd ed. Cincinnati: South-Western Publishing Co., 1973.

- D. Gavin, Ruth and Wm. A. Sabin. Reference Manual for Stenographers and Typists. 4th ed. New York: McGraw-Hill Book Company, 1970.
- E. Gregg, John R. and others. Applied Secretarial Procedures. 6th ed. New York: McGraw-Hill Book Company, 1968.
- F. House, Clifford R. and Apollina M. Koebele. Reference Manual for Office Personnel. 5th ed. Cincinnati: South-Western Publishing Co., 1970.
- G. Lessenberry, D. D. and others. Century 21 Typewriting. Cincinnati: South-Western Publishing Co., 1972.
- H. Liles, Parker and others. Typing Mailable Letters. 2nd ed. New York: McGraw-Hill Book Company, 1969.
- I. Meehan, James R. and others. Secretarial Office Procedures. 8th ed. Cincinnati: South-Western Publishing Co., 1972.

14.0900

UNIT V

BUSINESS LETTERS AND ENVELOPES

INFORMATION SHEET

I. Terms and definitions

- A. Block style--Letter style in which all parts begin at the left margin
- B. Modified block style--Letter style in which the date begins at the center of the page, the inside address is blocked even with the left margin, the paragraphs are either blocked at the left margin or indented five spaces, and the closing lines begin at the center of the page
- C. AMS Simplified--Letter style similar to block style except the salutation and the complimentary close are omitted
- D. Mixed punctuation--Punctuation style which uses a colon after the salutation and a comma after the complimentary close
- E. Open punctuation--Punctuation style which uses no punctuation after the salutation or complimentary close
- F. Special notations--Are any of the following: enclosure notations, carbon copy notations, reference initials, and postscripts.
- G. Second-page headings--The name of addressee and date of letter which are placed at the top of the second and succeeding pages
- H. Letterheads--Printed name and address of firm or individual sending the letter
- I. Placement--The positioning of the typing on the page
- J. Addressing envelopes--Typing addressee's name in the proper position on various sizes of envelopes
- K. Folding and inserting letters--The proper steps involved in folding the letter so it will fit into the size of envelope being used

- L. ZIP Codes--Abbreviations and numbers representing the states and provinces of the U.S. Govt., according to a Post Office guide book.

II. Parts of a business letter

A. Heading

1. Center the date line under letterhead or place it at right margin.
2. Type date 12 to 20 spaces from the top of paper, depending on the length of the letter.
3. Spell the month in full, with a comma between the month and date.

B. Inside address

1. Include the name, title, and address of the addressee, as well as ZIP Code information (city, state abbreviation, and ZIP Code number).
2. Begin two to six lines below date line.

C. Attention line

1. For use to expedite handling of mail by calling attention to a specific person or department when letter is addressed to company.
2. Placed at left margin or centered between the inside address and salutation, preceded and followed by a double space.
3. Attention may or may not be followed by a colon; principal words may be capitalized; complete line may be in all caps or underscored.

D. Salutation

1. Begin a double space below the inside address at the left margin.
2. Use appropriate greeting, depending upon degree of formality desired.
 - a. When writing directly to a company, use Sir/Madam.
 - b. When greeting an individual, use "Dear Sir," "Dear Mr. (Mrs., Miss, Ms.)," or "Dear (appropriate title plus surname)."
 - c. When salutation is informal, use "Dear (given name)."

E. Subject line

1. Use key words to indicate topic of letter.
2. Type subject line a double space below the salutation. (May be typed at left margin.)

F. Body

1. Begin body a double space below salutation or subject line, if used.
2. Use single spacing for paragraphs with double spacing between them, except for very short messages.

G. Closing lines

1. Complimentary close
 - a. Wording such as "Sincerely"
 - b. Double space below body of letter
2. Written signature
 - a. Person signing letter
 - b. Allow three blank lines
3. Typed name of signature line--four lines below complimentary close
4. Title of name in signature line--typed directly below name
5. Reference initials
 - a. Initials of typist
 - b. Double space below title or name
6. Enclosure notation
 - a. Used to indicate something is included in the envelope
 - b. Double space below reference initials
7. Carbon copy notations
 - a. Indicate a carbon copy was mailed outside the office of origin and to whom

- b. "bcc" means blind carbon copies are mailed without notice to addressee.

- 8. Postscript--An addendum sometimes used to emphasize a special point or add something omitted from the letter

H. Special features

1. Side headings

- a. Key words used to attract attention and tell reader at a glance information enclosed in letter
- b. Are typed in the left margin and may be under-scored or typed in all capitals.

2. Headings for two-page letter

- a. Vertical heading--information typed at left margin using three lines

(Example: Mr. Jim Jones
Page 2
January 12, 19--)

- b. Horizontal heading--information typed at left margin, center, and right margin

(Example: Mr. Jim Jones 2 January 12, 19--)

III. Letter styles, placement, and punctuation

A. Styles

1. Block style

- a. All lines begin at left margin.
- b. Easy to type because tabulation is not required.

2. Modified block style

- a. The date is typed either at the horizontal center of stationery or at the right margin.
- b. Inside address is blocked at left margin.
- c. The beginning of each paragraph may or may not be indented five spaces.
- d. The complimentary close begins at the horizontal center of the page.

3. AMS simplified style

- a. Eliminates the salutation and complimentary close. Otherwise, is identical to the block style.
- b. The Administrative Management Society claims a savings of 10.7 percent of cost with use of this style.

B. Placement of letters

1. Standard placement table--6 1/2 inch line

- a. Used by many companies so letter will fit window envelopes
- b. Used by some companies to simplify correspondence typing for the secretary

2. Variable placement

- a. Used by companies that vary line length and date line according to length of the letter

C. Punctuation styles

1. Mixed--Letters that have a colon after the salutation and a comma after the complimentary close
2. Open--Letters that have no punctuation after the salutation or the complimentary close

IV. Four types of business envelopes

- A. Small (business size)--3 5/8 x 6 1/2 inches
- B. Large (legal size)--4 1/8 x 9 1/2 inches
- C. Window (either large or small)
- D. Professional--4 1/8 x 5 1/8 inches; used by some business executives

V. Addressing envelopes

A. Return address

1. Usually printed in upper left-hand corner, if letterhead stationery is used
2. Otherwise, the typist should begin on the second line from the top edge and three spaces from left edge of envelope.

B. Mailing address

1. Should be typed on the lower half of the envelope in the exact form given in the inside address.
2. Should be single spaced regardless of the number of lines in the address
3. The city, state, and ZIP Code should be on the same line.
4. ZIP Code is usually typed one or two spaces after the state name.
5. Small envelope addresses should begin 2 1/2" from the left edge and 2" from the top edge of the envelope.
6. Large envelope addresses should begin 4" from the left edge and 2 1/2" from the top edge of the envelope.

C. Special notations

1. Addressee notations

- a. Should be typed three lines below the return address and three spaces from the left edge.
- b. Should be underlined or typed in all capital letters.

(Example: Confidential, Hold for Arrival,
Personal, and Please Forward)

2. Mailing notations

- a. Typed below the stamp and at least three line spaces above the address.
- b. Use all capital letters.

(Example: SPECIAL DELIVERY, REGISTERED)

(NOTE: All mail now goes airmail.)

VI. Folding and inserting letters into envelopes

A. Large envelope

1. With letter face up, fold about 1/3 of page up toward top.
2. Then, fold the top of the letter to within 1/2" of bottom fold.

3. Insert the letter into the envelope with last fold up and last crease toward bottom of envelope.

B. Small envelope

1. With letter face up, fold the bottom up to 1/2" from the top.
2. Then, fold right third to left.
3. Last, fold the left third to 1/2" from last crease.
4. Insert last crease edge first into envelope.

C. Window envelope

1. With the sheet face down, top toward you, fold the upper third down.
2. Fold the lower third up so address is visible.
3. Insert the sheet into the envelope with the last crease at the bottom.

PARTS OF A LETTER

PRINTED LETTERHEAD

DATE

INSIDE ADDRESS

ATTENTION LINE

SALUTATION:

SUBJECT LINE

BODY

COMPLIMENTARY CLOSE

TYPED NAME OF SIGNATURE
TITLE

REFERENCE INITIALS

ENCLOSURE NOTATION

CARBON COPY

LETTER STYLES

BLOCKED

MODIFIED BLOCK; OPEN

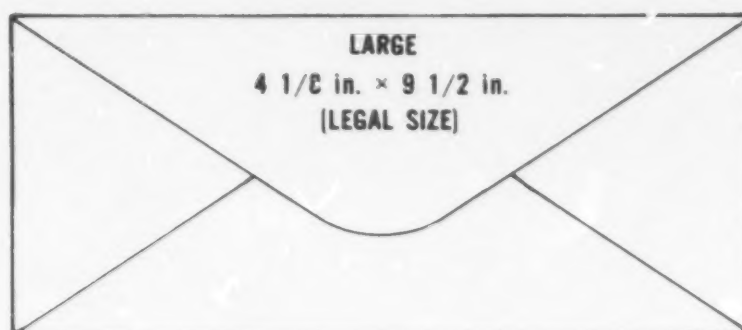
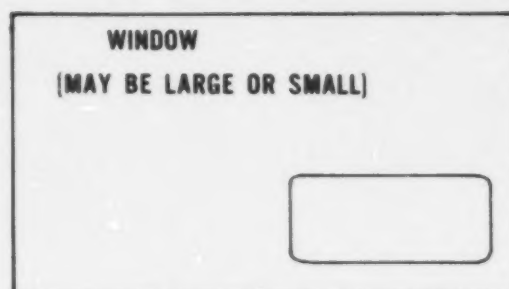
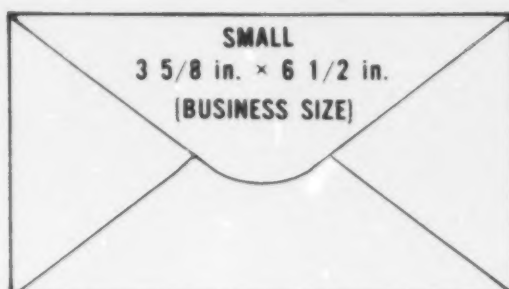
MODIFIED BLOCK; MIXED; O'S INDENTED

AMS SIMPLIFIED

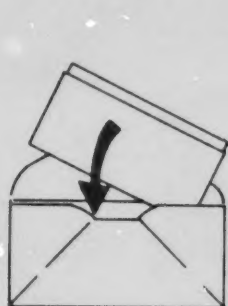
PLACEMENT OF LETTERS



TYPES OF ENVELOPES



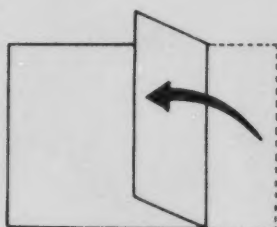
FOLDING AND INSERTING LETTERS INTO ENVELOPES



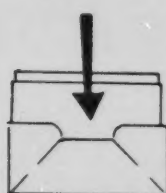
3



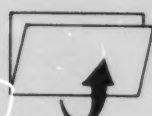
2



1

LARGE ENVELOPES


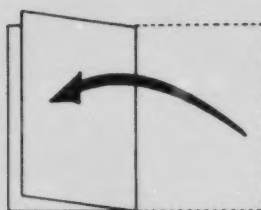
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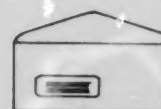
3



2



1

SMALL ENVELOPES


3



2

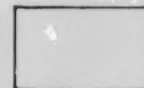


1

WINDOW ENVELOPES

CORRECTLY ADDRESSED ENVELOPES

Ms Wanda Jennings
1264 Cowan Dr.
McAllen, Texas 78501

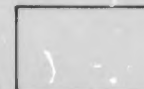


First Class

Personal

Mr. John Stallings
2107 Taylor St.
Hamilton, Ohio 45012

Mr. Ronald Matthews
1823 Pecan Dr.
Houston, Texas 77036



Special Delivery

Hold for Arrival

Office of Admissions
East Texas State University
ET Station
Commerce, Texas 75428

SIDE HEADINGS

June 17, 19--

Mr. Leonard Ross, President
Ross-Downing Chevrolet
977 East 12th Street
Thomas, Utah 77010

Dear Mr. Ross

Would you like to increase your sales this year?
You can make thousands of dollars by reading the book,
LIFE IS GREAT, a motivational book for salespeople.

LEADERSHIP

It deals with developing leadership characteristics for business and life as a whole. Leadership is an essential component of successful sales. Here are some areas covered:

**GET EXCITED
ABOUT WORK**

The first law of leadership is learning to get excited about work. No matter how great your burdens may be, an enthusiastic attitude can make the difference.

SIB-KIS

An important principle to keep on hand is to "See it big, but keep it simple." One boy sold his \$5000 dog for two \$2500 cats!

This book helps you think through laws that you already know instinctively, but practice will prove them and help you move ahead. You may get your copy by returning the enclosed card.

Yours truly

Milton Harris
Sales Department

STATE ABBREVIATIONS

ALABAMA	AL	MONTANA	MT
ALASKA	AK	NEBRASKA	NE
ARIZONA	AZ	NEVADA	NV
ARKANSAS	AR	NEW HAMPSHIRE	NH
CALIFORNIA	CA	NEW JERSEY	NJ
CANAL ZONE	CZ	NEW MEXICO	NM
COLORADO	CO	NEW YORK	NY
CONNECTICUT	CT	NORTH CAROLINA	NC
DELAWARE	DE	NORTH DAKOTA	ND
DISTRICT OF COLUMBIA	DC	OHIO	OH
FLORIDA	FL	OKLAHOMA	OK
GEORGIA	GA	OREGON	OR
HAWAII	HI	PENNSYLVANIA	PA
IDAHO	ID	PUERTO RICO	PR
ILLINOIS	IL	RHODE ISLAND	RI
INDIANA	IN	SOUTH CAROLINA	SC
IOWA	IA	SOUTH DAKOTA	SD
KANSAS	KS	TENNESSEE	TN
KENTUCKY	KY	TEXAS	TX
LOUISIANA	LA	UTAH	UT
MAINE	ME	VERMONT	VT
MARYLAND	MD	VIRGINIA	VA
MASSACHUSETTS	MA	VIRGIN ISLANDS	VI
MICHIGAN	MI	WASHINGTON	WA
MINNESOTA	MN	WEST VIRGINIA	WV
MISSISSIPPI	MS	WISCONSIN	WI
MISSOURI	MO	WYOMING	WY

14.0900

UNIT V

BUSINESS LETTERS AND ENVELOPES

JOB SHEET #1--TYPING LETTER STYLES

I. Tools and equipment needed:

- A. Typewriter
- B. Typing paper
- C. Correcting utensils
- D. Carbon paper

II. Procedure:

Compose a letter of each style indicated below describing that style. A model is attached to this sheet. Use your teacher's name and title in the closing lines. Use your reference initials. Be sure to make a carbon copy of every letter.

Styles:

- 1. Block style, mixed punctuation
- 2. Modified block style, mixed punctuation using a subject line
- 3. Modified block style, open punctuation with indented paragraphs
- 4. AMS simplified style with side headings

Block Style
Open punctuation

October 1, 19--

Mr. Letter Writer
Vocational Office Education
Your High School
Your City, State 00000

Dear Mr. Letter Writer

The block style letter with open punctuation is the easiest style of letter to type. This style saves money and time because of its simplicity. Therefore, it is used in many business offices.

To type a letter in the block style, begin the date, address, salutation, and closing lines at the left margin. Each paragraph will also begin at the left margin.

This letter style is very popular in professional circles, and I think you will enjoy using it also.

Sincerely yours

(Use your teacher's name)
Teacher-Coordinator

urs

14.0900

UNIT V

BUSINESS LETTERS AND ENVELOPES

JOB SHEET #2--ADDRESSING ENVELOPES

I. Tools and equipment needed:

- A. Typewriter
- B. Envelopes-- large and small
- C. ZIP Code directory
- D. State abbreviations handout

II. Procedure:

Address envelopes for the four letters you typed on Job Sheet #1. Use either a small or large envelope for each letter, but use at least one of each size. Check the ZIP Code number and state abbreviation for each envelope. Illustrate the correct use of addressee notations and mailing notations by typing any of the following in proper position on your envelopes:

Hold for Arrival

Special Delivery

Confidential

Personal

Please Forward

STATE ABBREVIATIONS

ALABAMA	AL	MONTANA	MT
ALASKA	AK	NEBRASKA	NE
ARIZONA	AZ	NEVADA	NV
ARKANSAS	AR	NEW HAMPSHIRE	NH
CALIFORNIA	CA	NEW JERSEY	NJ
CANAL ZONE	CZ	NEW MEXICO	NM
COLORADO	CO	NEW YORK	NY
CONNECTICUT	CT	NORTH CAROLINA	NC
DELAWARE	DE	NORTH DAKOTA	ND
DISTRICT OF COLUMBIA	DC	OHIO	OH
FLORIDA	FL	OKLAHOMA	OK
GEORGIA	GA	OREGON	OR
HAWAII	HI	PENNSYLVANIA	PA
IDAHO	ID	PUERTO RICO	PR
ILLINOIS	IL	RHODE ISLAND	RI
INDIANA	IN	SOUTH CAROLINA	SC
IOWA	IA	SOUTH DAKOTA	SD
KANSAS	KS	TENNESSEE	TN
KENTUCKY	KY	TEXAS	TX
LOUISIANA	LA	UTAH	UT
MAINE	ME	VERMONT	VT
MARYLAND	MD	VIRGINIA	VA
MASSACHUSETTS	MA	VIRGIN ISLANDS	VI
MICHIGAN	MI	WASHINGTON	WA
MINNESOTA	MN	WEST VIRGINIA	WV
MISSISSIPPI	MS	WISCONSIN	WI
MISSOURI	MO	WYOMING	WY

14.0900

UNIT V

BUSINESS LETTERS AND ENVELOPES

JOB SHEET #3--TYPING A TWO-PAGE LETTER

I. Tools and equipment needed:

- A. Typewriter
- B. Typing paper
- C. Correcting utensils

II. Procedure:

Type this two-page letter with special notations. Arrange it in the letter style of your choice. Prepare it for the signature of Mr. Elton J. Scott. He is secretary of North-Western Suppliers of Camas, Washington. Assume he has composed it at the typewriter. Punctuation, paragraphing, and spelling must be edited. Make a carbon copy.

To Mr. Paul Matthews of the Mannis Manufacturing Company 732 Blue Bell Road Paris Montana 7850 ready?

This is to confirm our telephone ~~call~~ conversation today concerning the numerous defects in the shipment of desks we have just received your invoice IV dash 71305 and asking you to take emergency correctave measures.

on june 6 we gave you our order P dash 5470 for 20 single pedestal typewriter desks to be delivered not later than the 5 of july and to be manufactured according to the specifications which follow (display these items separately so they stand out) 42 inches by 30 inches, drop head construction, solid oak top, 1 inch thick, 3 drawers on the right hand side, with lock in top drawer to lock all drawers when closed. now start a new paragraph in your shipment which arrived 3 weeks later than guaranteed we have found that 5 of the desks are badly damaged and that 8 of the desks were made with veneer tops not solid tops.

the desks were ordered for 7 of our best customers a prominent firm in seattle, washington. therefore they must fill specifications to match exactly

although the tardiness of the delivery has embarrassed us we feel that our good relations will not be jeopardized too seriously if you will replace the 13 faulty desks within 7 days we are depending on your doing so as you promised on the telephone we shall consider your help an accomodation if you will take all steps necessary to help us out of the delima in which your late delivery and faulty shipment have placed us.

p.s. by the way we shall be willing to keep the damaged desks for future sales if you will allow us a 46 percent discount to cover the cost of refinishing and repairing them.

14.0900

UNIT V

BUSINESS LETTERS AND ENVELOPES

ANSWERS TO JOB SHEETS

Job Sheet #1

Evaluated to the satisfaction of the instructor.

Job Sheet #2

Evaluated to the satisfaction of the instructor.

Job Sheet #3

Evaluated to the satisfaction of the instructor.

14.0900

UNIT V

BUSINESS LETTERS AND ENVELOPES

UNIT TEST

1. Match the following terms with the appropriate definition.

- a. Letterheads
- b. Codes
- c. AMS simplified
- d. Special notations
- e. Placement
- f. Mixed punctuation
- g. Open punctuation
- h. Addressing envelopes
- i. Block style
- j. Folding and inserting letters
- k. Second-page heading
- l. Modified block

- _____ 1. Letter style in which all parts begin at the left margin
- _____ 2. Punctuation style which uses a colon after the salutation and a comma after the complimentary close
- _____ 3. Are any of the following: enclosure notations, carbon copy notations, reference initials, and postscripts
- _____ 4. Letter style in which the date begins at the center of the page
- _____ 5. Where the typing of the letter is on the page
- _____ 6. Abbreviations and numbers representing the states and provinces of the U.S. Govt., according to a U.S. Postal Service guide book

- _____ 7. The proper steps involved in folding the letter so it will fit into the size of envelope being used
 - _____ 8. Letter style in which the salutation and complimentary close are omitted
 - _____ 9. Punctuation style which uses no punctuation after the salutation and complimentary close
 - _____ 10. The name of addressee and date of letter which are placed at the top of the page
 - _____ 11. Printed name and address of firm or individual
 - _____ 12. Typing addressee's name in the proper position on various sizes
2. Identify the main parts of a business letter and explain the position of each part.

3. Fill in the blanks with the terms which apply to the phrases. Terms: Block, Modified, AMS, Standard, Variable, Mixed, and Open.

- _____ a. Date is typed either at the horizontal center of the stationery or at the right margin
- _____ b. Letter has no punctuation after complimentary close or salutation
- _____ c. Eliminates salutation and complimentary close
- _____ d. Use to vary line length and date line according to length of letter
- _____ e. Use to simplify correspondence typing
- _____ f. Complimentary close begins at the horizontal center of the page
- _____ g. Colon after salutation
- _____ h. 10.7 percent savings in cost with this style
- _____ i. Comma after the complimentary close
- _____ j. Inside address is blocked at left margin
- _____ k. All lines begin at the left margin
- _____ l. Similar to block style
- _____ m. Beginning of each paragraph may or may not be indented
- _____ n. Easy to type because tabulation is not required
- _____ o. Used because it fits into window envelopes

4. Identify the types of envelopes.

- a.
- b.
- c.
- d.

5. Explain the correct procedure for addressing the three parts of large and small envelopes. These parts are the return address, mailing address, and special notations.

6. Explain how to fold and insert letters into envelopes by numbering the steps in the correct order.

7. Demonstrate the ability to:

- a. Compose and type a letter describing the various styles of business correspondence.
- b. Address envelopes using correct addresses and special notations.
- c. Type a two-page letter using a second-page heading.

(NOTE: If these skills have not been accomplished prior to the test, ask the instructor when they should be completed.)

14.0900

UNIT V

BUSINESS LETTERS AND ENVELOPES

ANSWERS TO UNIT TEST

1. i 1.
- f 2.
- d 3.
- l 4.
- e 5.
- b 6.
- j 7.
- c 8.
- g 9.
- k 10.
- a 11.
- h 12.

2.
 - a. Heading--Includes letterhead and date; usually within the top two inches of the paper
 - b. Inside address--The name (firm name), address, city, state and ZIP Code of addressee; typed about four lines below date
 - c. Attention line--For use to expedite handling of mail by calling attention to a specific person or department when letter is addressed to company. Placed at left margin or centered between the inside address and salutation, preceded and followed by a double space. Attention may or may not be followed by a colon; principal words may be capitalized; complete line may be in all caps or underscored.
 - d. Salutation--The greeting used in the letter. May be as simple as "Dear Joe" or as formal as "Dear Mr. Jones," depending on the degree of formality needed; typed double space below inside address.

- e. Body--The informative section of the letter in paragraph form, single spaced, with double spacing between paragraphs unless the message is very short; the first paragraph begins two spaces below the salutation.
 - f. Complimentary close--Closing typed at the center of the page or at the left margin, two spaces below the last paragraph
 - g. Typed name and title--Name of firm and/or person signing letter; typed between 4-6 spaces below complimentary close
 - h. Reference initials--Typed initials of typist
3. a. modified
- b. open
- c. AMS
- d. variable
- e. standard
- f. modified
- g. mixed
- h. AMS
- i. mixed
- j. block, modified, or AMS
- k. block or AMS
- l. AMS
- m. modified
- n. block or AMS
- o. standard
4. a. Small--business size
- b. Large--legal size
- c. Window--large or small
- d. Professional

5. The return address is printed or typed in the upper left-hand corner on the second line from the top edge of the envelope and three spaces to the left edge of the envelope.

The mailing address is typed in the lower half of the envelope in the exact form as the inside address. It should be single-spaced, regardless of the number of lines in the address. Small envelopes are typed 2 1/2" from the left edge and 2" from the top edge of the envelope. Long envelopes are typed 4" from the left edge and 2 1/2" from the top edge.

The special notations are of two types. Addressee notations should be typed four lines below the return address and three spaces from the left edge. They are either underlined or typed in all capitals. The mailing notations are typed below the stamp at least three lines above the address. Mailing notations are in all capitals.

6. Large envelopes--2,1,3

Small envelopes--1,4,2,3

Window envelopes--3,1,2

7. Evaluated to the satisfaction of the instructor.

14.0900

UNIT VI

TYPING MEMORANDA, TELEGRAMS, AND CABLEGRAMS

TERMINAL OBJECTIVE

After completing this unit, the student will be able to identify terms relating to memoranda, telegrams, and cablegrams; discuss points in typing memoranda; and determine true and false statements about telegrams. This knowledge will be evidenced through demonstration and by successfully completing a unit test.

SPECIFIC OBJECTIVES

After completing this unit of instruction, the student will be able to:

1. Identify terms related to typing memoranda, telegrams, and cablegrams.
2. Discuss the eight points in typing an interoffice memorandum.
3. Determine true and false statements about telegrams and correct those that are false.
4. Match the three types of cablegrams to their descriptions.
5. List three types of special services.
6. Demonstrate the ability to:
 - a. Type an interoffice memorandum on a half-sheet and a whole sheet of paper.
 - b. Type a full-rate and overnight telegram.
 - c. Type a cablegram.

14.0900

UNIT VI

TYPING MEMORANDA, TELEGRAMS, AND CABLEGRAMS

SUGGESTED ACTIVITIES

I. Instructor:

- A. Provide objective sheet.
- B. Discuss objective sheet.
- C. Provide information sheet.
- D. Discuss information sheet.
- E. Prepare transparencies.
- F. Provide assignment sheets.
- G. Discuss assignment sheets.
- H. Give test and evaluate results.

II. Student:

- A. Read objective sheet.
- B. Participate in discussion of objective sheet.
- C. Read information sheet.
- D. Participate in discussion of information sheet.
- E. View transparencies.
- F. Read assignment sheets.
- G. Complete assignment sheets.
- H. Take test.

INSTRUCTIONAL MATERIALS

I. Included in this unit:

- A. Objectives

- B. Information sheet
- C. Transparency masters
 - 1. VI-TM-1--Interoffice Memorandum
 - 2. VI-TM-2--Telegram - Full-Rate
 - 3. VI-TM-3--Telegram - Overnight
 - 4. VI-TM-4--Money Order
 - 5. VI-TM-5--Cablegram
- D. Assignment sheets
 - 1. Assignment Sheet #1--Typing Interoffice Memoranda
 - 2. Assignment Sheet #2--Typing Telegrams
 - 3. Assignment Sheet #3--Typing a Cablegram
- E. Answers to assignment sheets
- F. Test
- G. Answers to test

II. References:

- A. Hanna, J. Marshall and others. Secretarial Procedures and Administration. Cincinnati: South-Western Publishing Co., 1973.
- B. House, Clifford R. and Apollina M. Koebele. Reference Manual for Office Personnel. 5th ed. Cincinnati: South-Western Publishing Co., 1970.
- C. Lessenberry, D. D. and others. Century 21 Typewriting: Vocational Course. Cincinnati: South-Western Publishing Co., 1972.
- D. Meehan, James R. and others. Clerical Office Procedures. 5th ed. Cincinnati: South-Western Publishing Co., 1973.
- E. Meehan, James R. and others. Secretarial Office Procedures. Cincinnati: South-Western Publishing Co., 1972.

14.0900

UNIT VI

TYPING MEMORANDA, TELEGRAMS, AND CABLEGRAMS

INFORMATION SHEET

I. Terms and definitions

- A. Interoffice memorandum--Written communication between one or more people within an office or company
- B. Guide words--Printed words on an interoffice memorandum form indicating placement of the receiver, the sender, the date, and the subject
- C. Telegrams--The fastest method of written communication within the United States, Canada, and Mexico
- D. Full-rate telegrams--Those which are sent and delivered immediately
- E. Overnight telegrams--Those which are sent during the night and delivered the next morning
- F. Money Order Telegrams--The fastest and safest method of sending money long distances
- G. Mailgram--An electronic mail service enabling offices using teleprinters to send messages of up to 100 words at relatively low cost
- H. Desk-Fax--Office machine which can send and receive exact copies
- I. Teleprinter--A printing machine with a keyboard which sends a message to the telegraph office so that it can be transferred immediately to a telegraph line
- J. Telex--A dial-a-wire service enabling people to dial other subscribers, regardless of distance
- K. Cablegram--The fastest international method of written communication
- L. Full-rate cablegram--The fastest method of written communication in overseas service
- M. Cable letters--Those overseas messages that are sent during the night and delivered the next morning

- N. Ship radiograms--Method of sending messages to and from ships at sea
- O. Closed-circuit telegraph--Private wire use of telegraphic circuits and equipment
- P. Telefax--Automatic transmission of messages typed on special forms which are received in picture form
- Q. Teletypewriter--A type of typewriter machine used in wire communication to provide fast two-way communication

II. Interoffice memoranda

A. Margins

- 1. Left -- 2 or 3 spaces after the longest guide word on the left side of the memorandum
- 2. Right -- Leave about the same amount of space as the left margin.

B. Tab -- 2 or 3 spaces after the longest guide word on the right side of the memo

C. Guide word information -- Type and align the correct information after the guide words To:, From:, Date:, and Subject:.

D. Message

- 1. Three or four spaces below the last guide words
- 2. Single spaced unless 5 or less typed lines
(NOTE: If 5 lines or less, double space the message.)
- 3. Omit the salutation.

E. Dictator's name, initials, or title -- 2 spaces below message at the tab set

F. Reference initials -- 2 spaces below dictator's name at the left margin

G. Enclosure notation -- when needed, 2 spaces below reference initials at the left margin

H. Carbon copy notation -- when needed, 2 spaces below enclosure notation at the left margin

III. Telegrams

A. Types

1. Full-rate

- a. Delivery on the same day within approximately two hours
- b. Message can be sent at any time, day or night
- c. Minimum charge -- up to 15 words

2. Overnight

- a. Less expensive than full-rate
- b. Message is accepted up until midnight for delivery the next morning.
- c. Minimum charge -- up to 100 words

3. Money Orders

- a. Give telegraph officer money to be sent, name and address of recipient, and any accompanying message.
- b. You will be given a receipt for the amount of money sent.

4. Mailgram

- a. Combines postal and telegraph services
- b. Telegram is received at the post office, put into a window envelope, and delivered in the first delivery of the day.

B. Preparation

1. Type or write the telegram on Western Union telegram blanks or other specified forms.
2. Make three copies -- for telegraph company, your records, and the recipient.
3. Use capital and lower case letters.
4. Do not divide a word at the end of a line.
5. Show method of payment -- paid (PD), collect (COL), or charge.

(NOTE: If charged, indicate the account to be charged.)

6. Show type of service desired; check the box "Overnight Telegram" if desired or it will automatically be sent at full-rate. If no space is provided for "Overnight," type "NL" on the line below the call letters of the sender.
7. Type the date.
8. Type the name, address, and telephone number of the recipient.
9. Do not abbreviate north, south, east, or west.
10. Omit "Mr." and "Messrs.," but include "Miss" or "Mrs."
11. Avoid contractions and abbreviations.
12. Type sender's name and address.
13. Type reference initials.

C. Methods of sending telegrams

1. Over the counter
2. By telephone
3. Facsimile
4. Teleprinter
5. Telex
6. Private wire

D. Payment of Telegrams

1. Cash
2. Business charge account
3. Telephone charge account
4. Collect

E. Methods of receiving

1. Messenger
2. Telephone

3. Teleprinter
4. Facsimile
5. Mail

IV. Cablegrams

A. Types

1. Full-rate
 - a. Fastest type of cablegram
 - b. Delivery-- usually same day
 - c. Minimum charge -- up to seven words
2. Cable letters
 - a. Similar to overnight telegrams
 - b. Delivered following morning according to their destination
3. Ship radiograms
 - a. Plain language or code may be used.
 - b. Minimum charge -- up to seven words

V. Special Services

- A. Closed-circuit telegraph
- B. Telefax
- C. Teletypewriter

Interoffice Memorandum

TO Typists

FROM Office Manager

SUBJECT Proofreading

DATE February 7, 19--

Due to an increase in typing errors, more emphasis must be placed on proofreading. Before putting typed material in the completed tray, have one of your co-workers proofread your work. (Be sure you proofread first.)

FULL RATE



Telegram

NO. WDS. - CL. OF SVC.	PD. OR COLL.	CASH NO.	CHARGE TO THE ACCOUNT OF	☐ OVER NIGHT TELEGRAM UNLESS BOX ABOVE IS CHECKED THIS MESSAGE WILL BE SENT AS A TELEGRAM
			Sender	

and the following message, subject to the terms on back hereof, which are hereby agreed to

TO: Glenn C. Roberts
 STREET & NO. 1932 Laredo Lane
 CITY & STATE Greenville, North Carolina

October 1 19

CARE OF
OR APT. NO.

TELEPHONE (318) 290-7100

ZIP CODE 61801

Advise Tomee price on 177R posture chair will go to \$97
 on January 1.

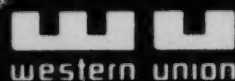
Adam Terrimany

SENDER'S TEL. NO. (701) 311-1197 NAME & ADDRESS

Universal Furniture Company
 1001 Fifth Avenue
 New York, New York 10022

14.0900-VI-TM-2

OVERNIGHT



Telegram

WDS - CL OF SVC	PD OR COLI	CASH NO	CHARGE TO THE ACCOUNT OF	☒ OVER NIGHT TELEGRAM UNLESS BOX ABOVE IS CHECKED THIS MESSAGE WILL BE SENT AS A TELEGRAM
			Sender	

and the following message, subject to the terms on back hereof, which are hereby agreed to

BROWN & ROOT CORPORATION
 7077 TIME SQUARE DRIVE
 SAN FRANCISCO, CALIFORNIA

CARE OF
OR APT. NO.

June 7 19

TELEPHONE (308) 221-1157

ZIP CODE 91871

Cancel order number 75. Will advise.

ORDER'S TEL. NO. (713) 886-1390 NAME & ADDRESS
 Louisville Greenery
 347 Downville Road
 Houston, Texas 77550

14.0900-VI-TM-3

VI-365

MONEY ORDER

PRESS FIRMLY—WRITE CLEARLY



Telegraphic Money Order

Send the following Money Order subject to conditions below and on back hereof, which are hereby agreed to

SENDING DATA	CHECK	OFFICE	DATE AND FILING TIME	\$	AMT.	
				\$	FEE	
					TOLLS	
				E	TAX	
					TOTAL	

MOD

ACCTG. INFM.

DO NOT WRITE ABOVE THIS LINE

PAY AMOUNT: One hundred eighty and no/100 (\$180.00) =

TO: Don L. Hamilton = TEST = QUESTION His birthdate: 5/1/50 =

ADDRESS: P.O. Box 347 CARE OF OR APT. NO. =

CITY - STATE Boston, Maine 11973 = SENDER'S NAME: Tom C. Holder =

DELIVER THE FOLLOWING MESSAGE WITH THE MONEY: Wire your departure and arrival information.

=MOD=

SENDER'S FULL NAME: Thomas C. Holder 517 June St., N.Y., N.Y. 1002 (214) 711-3111

Unless signed below the Telegraph Company is directed to pay this money order at my risk to such person as its paying agent believes to be the above named payee, personal identification being waived. Foreign money orders excepted.

ADDRESS

TELEPHONE NUMBER

14.0900-VI-TM-4

VI-367

CABLEGRAM

Western Union International, Inc.



CABLEGRAM

E. A. BALLAGHER, President

CLAIM	
FULL RATE	X
EAGLE LETTER (LV)	
POST	

FULL RATE WILL APPLY UNLESS OTHERWISE INDICATED

CHARGE TO NAME **AVIVE**
 ADDRESS **Dallas, Texas 39470**
 ACCOUNT No. **739-40-2103**

TIME FILED

WORD COUNT

Transmission copy of message begins below this line

To **AVIVE**

WRITE
 "WUI"
 HERE

April 1 19

Jeddah (Saudi Arabia)

Via **WUI**

SENDER MUST SPECIFY ROUTE

Will arrive April 7 flight 347 Delta at 2:08 p.m.

Ken Atkins

Send the above message subject to the conditions, rules and regulations of Western Union International, Inc. set forth in its tariffs on file with the Federal Communications Commission

14.0900-VI-TM-5

VI-369

14.0900

UNIT VI

TYPING MEMORANDA, TELEGRAMS, AND CABLEGRAMS

ASSIGNMENT SHEET #1--TYPING INTEROFFICE MEMORANDA

Directions: Assume you are a secretary to Mr. Scott Thomas, Office Manager of Terrell-Terrell, Incorporated, in Tucson, Arizona. He has given you information for two interoffice memoranda. One is a written rough draft and one is only the points to include in an interoffice memorandum you will compose. Type the written rough draft on the full sheet memorandum form provided and type the interoffice memorandum you compose on the half-sheet memorandum form provided.

(NOTE: Always use the current date.)

A. Full Sheet

TO: Mr. R. B. Akard
Purchasing Department

FROM: Mr. Scott Thomas
Management

DATE: (current date)

SUBJECT: Additional Funding

At the October 4 meeting of the Board of Directors Division IV Meeting, research was presented from each of the twelve branch offices regarding (1) Continuous Maintenance Expense, (2) Equipment Depreciation Expense, (3) Increasing Cost Expense, and (4) Growth of Business Expense. Additional funding figures were stated. After the research was presented and discussed, four groups were formed to study more carefully each of the four areas within the twelve branches. Decisions were made within the groups as to which branches warranted additional funds to meet the expense. When the four groups had come to decisions, a spokesman presented the decision to the board for voting. The following is a report of the board's final decision:

Areas	Branches											
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
1	X		X		X	X	X	X		X	X	X
2	X	X			X					X		
3	X		X	X			X		X	X		
4	X			X			X		X	X		

In our branch (VII), the board voted for our budget increases in Continuous Maintenance Expense, Increasing Cost Expense, and Growth of Business Expense. I would like to meet with you and Mr. Trent Monday, October 11, at 9:45 a.m. in my office to discuss this funding.

Please confirm this meeting time with my assistant.

Scott Thomas

RI

cc: Mr. Ben Trent,
Accounting

B. Half-sheet

Announcement of Thanksgiving Holiday dates: Wednesday, November 26 Monday, December 1, 19--

To: All personnel

Wednesday at 2 p.m. - workday ends

Luncheon 12 to 2 in room 210

Include a short Thanksgiving thought.

A.

Interoffice Memorandum

TO

FROM

SUBJECT

DATE

Interoffice Memorandum

TO

FROM

SUBJECT

DATE

14.0900

UNIT VI

TYPING MEMORANDA, TELEGRAMS, AND CABLEGRAMS

ASSIGNMENT SHEET #2--TYPING TELEGRAMS

Directions: As Mr. Thomas' secretary, you send telegrams for him. Presently there are two messages to be sent by telegram. One is very urgent and the other should be sent soon. Determine which way they should be sent -- as a full-rate or overnight letter -- and type the telegrams on the forms provided. All telegrams and cablegrams are charged to account number 435-70-5639.

Telegram A

TO: Lucy R. Bosch
Meril-Rand Incorporated
21713 Dowder Boulevard
Sacramento, California 79081
Phone: 513-892-1784

MESSAGE: Additional funding passed. Send number 01345 shipment as soon as possible.

Mr. Thomas' address is: Terrell-Terrell Incorporated
Box 798
Tuscon, Arizona 19811
Phone: 311-917-8024

Telegram B

TO: Fred Linter
1406 Jower Road
Dallas, Texas 70808
Phone: (214) 926-3481

MESSAGE: Plane arrives in Dallas on (use 10 days after current date). Delta Flight 451. Can you meet me?



Telegram

NO. WDS. - CL. OF SVC.

PD. OR COLL.

CASH NO.

CHARGE TO THE ACCOUNT OF

☐ OVER NIGHT TELEGRAMUNLESS BOX ABOVE IS CHECKED THIS
MESSAGE WILL BE SENT AS A TELEGRAM

Send the following message, subject to the terms on back hereof, which are hereby agreed to

19

TO

CARE OF
OR APT. NO.

STREET & NO.

TELEPHONE

CITY & STATE

ZIP CODE

SENDER'S TEL. NO.

NAME & ADDRESS

B.



western union

Telegram

NO. WDS. - CL. OF SVC.	PD. OR COLL.	CASH NO.	CHARGE TO THE ACCOUNT OF	☐ OVER NIGHT TELEGRAM UNLESS BOX ABOVE IS CHECKED THIS MESSAGE WILL BE SENT AS A TELEGRAM

Send the following message, subject to the terms on back hereof, which are hereby agreed to

19

TO

CARE OF
OR APT. NO.

STREET & NO.

TELEPHONE

CITY & STATE

ZIP CODE

SENDER'S TEL. NO.

NAME & ADDRESS

327

14.0900

UNIT VI

TYPING MEMORANDA, TELEGRAMS, AND CABLEGRAMS

ASSIGNMENT SHEET #3--TYPING A CABLEGRAM

Directions: Assume you are Mr. Thomas, the branch executive. Your secretary is gone for the day and you must send a cablegram to President, Bockley Records in Paris, France, due to an unexpected change in schedule. The time is 1700.

MESSAGE: Need you urgently before (date-- 2 days after current date.)

Scott

Western Union International, Inc.



CABLEGRAM

E. A. GALLAGHER, President

CLASS	
FULL RATE	
CABLE LETTER (LX)	
PODS	

FULL RATE WILL APPLY UNLESS OTHERWISE INDICATED

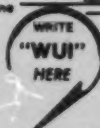
NAME TO NAME
 ADDRESS
 ACCOUNT No.

TIME FILED

WORD COUNT

Transmission copy of message begins below this line

To _____



19 _____

Via _____

SENDER MUST SPECIFY ROUTE

Send the above message subject to the conditions, rules and regulations of Western Union International, Inc. set forth in its tariffs on file with the Federal Communications Commission.

14.0900

UNIT VI

TYPING MEMORANDA, TELEGRAMS, AND CABLEGRAMS

ANSWERS TO ASSIGNMENT SHEETS

Assignment Sheet #1

A.

*Interoffice Memorandum*TO Mr. R. B. Akard
Purchasing DepartmentFROM Mr. Scott Thomas
Management

SUBJECT Additional Funding

DATE (current date)

At the October 4 meeting of the Board of Directors Division IV Meeting, research was presented from each of the twelve branch offices regarding (1) Continuous Maintenance Expense, (2) Equipment Depreciation Expense, (3) Increasing Cost Expense, and (4) Growth of Business Expense. Additional funding figures were stated. After the research was presented and discussed, four groups were formed to study more carefully each of the four areas within the twelve branches. Decisions were made within the groups as to which branches warranted additional funds to meet the expense. When the four groups had come to decisions, a spokesman presented the decision to the board for voting. The following is a report of the board's final decision.

Branches

Areas	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
1	X		X		X	X	X	X		X	X	X
2	X	X			X					X		
3	X		X	X			X			X	X	
4	X			X			X			X	X	

In our branch (VII), the board voted for our budget increases in Continuous Maintenance Expense, Increasing Cost Expense, and Growth of Business Expense. I would like to meet with you and Mr. Trent Monday, October 11, at 9:45 A.M. in my office to discuss this funding.

Please confirm this meeting time with my assistant.

RI

cc: Mr. Ben Trent
Accounting

B.

Interoffice Memorandum

TO All Personnel

FROM Mr. Scott Thomas
Management

SUBJECT Thanksgiving Holidays

DATE November 16, 1977

A luncheon will be held Wednesday, November 26, 1977, from noon until 2:00 p.m. in room 210. At the conclusion of the luncheon, the Thanksgiving holidays will begin and continue until December 1, 1977. Have a safe, happy Thanksgiving!

Scott Thomas



Telegram

Assignment Sheet #2
Telegram A

NO. WDS. - CL. OF SVC.

PD. OR COLL.

CASH NO.

CHARGE TO THE ACCOUNT OF



OVER NIGHT TELEGRAM

UNLESS BOX ABOVE IS CHECKED THIS
MESSAGE WILL BE SENT AS A TELEGRAM

435-70-5639

Send the following message, subject to the terms on back hereof, which I hereby agree to

(current date) 10

TO Lucy R. Bosch
Meril-Rand Incorporated
STREET & NO. 21713 Dowder Boulevard
CITY & STATE Sacramento, California

CARE OF
OR APT. NO.

TELEPHONE (513) 892-1784

ZIP CODE 79081

Additional funding passed. Send number 01345 shipment
as soon as possible.

Thomas

SENDER'S TEL. NO. (311)917-8024

NAME & ADDRESS

Terrell-Terrell Incorporated
Box 798
Tuscon, Arizona 19811

14.0900

VI-383

Telegram B



Telegram

NO. WDS - CL. OF SVC.	PD. OR COLL.	CASH NO.	CHARGE TO THE ACCOUNT OF	☒ OVER NIGHT TELEGRAM UNLESS BOX ABOVE IS CHECKED THIS MESSAGE WILL BE SENT AS A TELEGRAM
			435-70-5639	

Send the following message, subject to the terms on back hereof, which are hereby agreed to

TO Fred Linter

STREET & NO. 1406 Jower Road

CITY & STATE Dallas, Texas

(current date) 10

CARE OF OR APT. NO.

TELEPHONE

ZIP CODE 70808

Plane arrives in Dallas on (use 10 days after current date). Delta Flight 451. Can you meet me?

Thomas

SENDER'S TEL. NO. (311) 917-8024 NAME & ADDRESS Terrell-Terrell Incorporated
 Box 798
 Tuscon, Arizona 19811

Western Union International, Inc.

CLASS	
FULL RATE	X
CABLE LETTER (LT)	
POSS	

FULL RATE WILL APPLY UNLESS OTHERWISE INDICATED



CABLEGRAM

E. A. BALLAGHER, President

CHARGE TO: NAME

ADDRESS

ACCOUNT No.

TIME FILED

1700

WORD COUNT

Transmission copy of message begins below this line

To President
Bockley Records
Paris (France)

Via

WUI

SENDER MUST SPECIFY ROUTE

 WRITE
 "WUI"
 HERE

 current
 date 19

Need you urgently before (two days after current
 date).

Scott

Send the above message subject to the conditions, rules and regulations of Western Union International, Inc. set forth in its tariffs on file with the Federal Communications Commission.

14.0900

UNIT VI

TYPING MEMORANDA, TELEGRAMS, AND CABLEGRAMS

UNIT TEST

1. Identify the terms relating to the following definitions by filling in the blanks.
 - a. _____ is an office machine which can send and receive exact copies.
 - b. _____ is the fastest method of written communication within the United States, Canada, and Mexico.
 - c. _____ are the fastest and safest method of sending money long distances.
 - d. _____ are telegrams which are sent and delivered immediately.
 - e. _____ is a type of typewriter machine used in wire communication.
 - f. _____ are overseas messages that are sent during the night and delivered the next morning.
 - g. _____ is a written communication between one or more people within an office or company.
 - h. _____ is a printing machine with a keyboard which sends a message to a telegraph office so that it can be transferred immediately to a telegraph line.
 - i. _____ is the fastest international method of written communication.
 - j. _____ is the method of sending messages to and from ships at sea.
 - k. _____ is a dial-a-wire service enabling people to dial other subscribers regardless of the distance.
 - l. _____ are printed words on an inter-office memorandum form indicating placement of the receiver, the sender, the date, and the subject.

- m. _____ are those telegrams which are sent during the night and delivered the next morning.
 - n. _____ is an electronic mail service enabling offices using teleprinters to send messages up to 100 words at a relatively low cost.
 - o. _____ is the fastest cablegram method of written communication in overseas service.
 - p. _____ is private wire use of telegraphic circuits and equipment.
 - q. _____ is the automatic transmission of messages typed on special forms which are received in picture form.
2. Discuss the eight points in typing an interoffice memorandum.

3. Determine true and false statements about telegrams and correct those that are false. Circle T for True and F for False. Make corrections in the space provided.

T F a. Four types of telegrams are: full-rate, overnight, money order, and mailgram.

T F b. The methods of receiving telegrams are: over the counter, mail, telex, facsimile, and teleprinter.

T F c. In typing a telegram, show the method of payment: paid (PD), collect (COL), or charge (business account number or telephone account number).

T F d. Do not divide a word at the end of a line.

T F e. Type the date, name, address, and telephone number of the recipient, name and address of sender, reference initials of the typist, enclosure, and carbon copy notations on telegrams.

T F f. In preparing telegrams, use only Western Union blanks and make three copies -- one for the telegraph company, one for your records, and one for the Accounts Payable Department.

T F g. Be sure to show the type of service desired if an overnight telegram is being sent, or it will automatically go as full-rate.

T F h. Full-rate telegrams are sent during the day, are delivered that same day, and have a maximum charge up to 15 words.

T F i. Telegrams may be sent over the counter, by phone, by facsimile, by teleprinter, by telex, or by private wire.

T F j. Do not use contractions or abbreviations except for north (N), south (S), east (E), and west (W).

- T F k. Money orders may be sent by the telegraph office. Specific information required is the name and address of the recipient, the amount of money sent, and any accompanying message.
-
-

4. Match the three types of cablegrams to their descriptions by placing the number of the cablegram in the blank before the description.

- I Full-rate
- II Cable letters
- III Ship radiograms

- _____ a. Similar to overnight telegrams
- _____ b. Fastest type
- _____ c. Code may be used
- _____ d. Delivery is usually the same day
- _____ e. Minimum charge up to seven words
- _____ f. Delivered the following morning

5. List the three types of special services.

- a.
- b.
- c.

6. Demonstrate the ability to:

- a. Type an interoffice memorandum on a half-sheet and a whole sheet of paper.
- b. Type a full-rate and overnight telegram.
- c. Type a cablegram.

(NOTE: If these skills have not been accomplished prior to the test, ask the instructor when they should be completed.)

14.0900

UNIT VI

TYPING MEMORANDA, TELEGRAMS, AND CABLEGRAMS

ANSWERS TO UNIT TEST

1.
 - a. Desk-fax
 - b. Telegram
 - c. Money order telegrams
 - d. Full-rate telegrams
 - f. Cable letters
 - g. Interoffice memorandum
 - h. Teleprinter
 - i. Cablegram
 - j. Ship radiogram
 - k. Telex
 - l. Guide words
 - m. Overnight telegrams
 - n. Mailgram
 - o. Full-rate cablegram
 - p. Closed-circuit telegraph
 - q. Telefax
2.
 - a. Margins
The left margin should be 2 or 3 spaces after the longest guide word on the left side of the memorandum. The right margin should have about the same amount of space as the left margin.
 - b. Tab
A tab should be set 2 or 3 spaces after the longest guide word on the right side of the memo.
 - c. Guide work information
Type and align the correct information after the

guide words To:, From:, Date:, and Subject:.

d. Message

The message should be typed 3 or 4 spaces below the last guide word. It should be single spaced unless there are 5 or less lines of type; then, double space the message. Omit the salutation.

e. Dictator's name, initials, or title

The dictator's name, initials, or title should be typed 2 spaces below the message at the tab set.

f. Reference initials

The typist's reference initials should be 2 spaces below the dictator's name at the left margin.

g. Enclosure notations

When needed, enclosure notations should be typed 2 spaces below the reference initials at the left margin.

h. Carbon copy notations

Carbon copy notations, when needed, should be typed 2 spaces below the enclosure notation at the left margin.

3. a. T

b. F messenger, telephone, teleprinter, facsimile, mail

c. T

d. T

e. F delete enclosure and carbon copy notations

f. F telegraph company, records, and recipient

g. T

h. F day or night, minimum charge

i. T

j. F Avoid contractions and abbreviations. Never abbreviate north, south, east, or west.

k. T

4. II a.

I b.

III c.

I d.

I or III e.

II f.

5.
 - a. Closed-circuit telegraph
 - b. Telefax
 - c. Teletypewriter
6. Evaluated to the satisfaction of the instructor.

14.0900

UNIT VII

TYPING MINUTES, AGENDAS, ITINERARIES, AND SPEECHES

TERMINAL OBJECTIVE

After completing this unit, the student will be able to define the terms minute, agenda, and itinerary; identify points to include in minutes, an agenda, and an itinerary; and discuss how to type a speech. This knowledge will be evidenced through demonstration and by successfully completing a unit test.

SPECIFIC OBJECTIVES

After completing this unit of instruction, the student will be able to:

1. Define the terms minutes, agenda, and itinerary.
2. Identify points to include in the minutes of a meeting.
3. Arrange the steps of the agenda in proper sequence.
4. Identify all the necessary parts of an itinerary.
5. Discuss how to type a speech.
6. Demonstrate the ability to:
 - a. Type the minutes of a meeting.
 - b. Type the agenda of a meeting.
 - c. Type an itinerary for travel.
 - d. Type a speech on a full sheet of paper.
 - e. Type a speech on 5" x 8" cards.

14.0900

UNIT VII

TYPING MINUTES, AGENDAS, ITINERARIES, AND SPEECHES

SUGGESTED ACTIVITIES

I. Instructor:

- A. Provide objective sheet.
- B. Discuss objective sheet.
- C. Provide information sheet.
- D. Discuss information sheet.
- E. Prepare transparencies.
- F. Provide assignment sheets.
- G. Discuss assignment sheets.
- H. Provide job sheet.
- I. Discuss job sheet.
- J. Give test and evaluate results.

II. Student:

- A. Read objective sheet.
- B. Participate in discussion of objective sheet.
- C. Read information sheet.
- D. Participate in discussion of information sheet.
- E. View transparencies.
- F. Read assignment sheets.
- G. Complete assignment sheets.
- H. Read job sheet.
- I. Complete job sheet.
- J. Take test.

INSTRUCTIONAL MATERIALS

I. Included in this unit:

- A. Objectives
- B. Information sheet
- C. Transparency masters
 - 1. VII-TM-1--Agenda
 - 2. VII-TM-2--Itinerary
- D. Assignment sheets
 - 1. Assignment Sheet #1--Typing an Agenda
 - 2. Assignment Sheet #2--Typing an Itinerary
 - 3. Assignment Sheet #3--Typing a Full-Page Speech
 - 4. Assignment Sheet #4--Typing a 5" x 8" Card Speech
- E. Answers to assignment sheets
- F. Job sheet
 - 1. Job Sheet #1--Typing a Set of Minutes
- G. Answers to job sheet
- H. Test
- I. Answers to test

II. References:

- A. Hanna, J. Marshall and others. Secretarial Procedures and Administration. Cincinnati: South-Western Publishing Co., 1973.
- B. Lessenberry, D. D. and others. Century 21 Typewriting: Vocational Course. Cincinnati: South-Western Publishing Co., 1972.
- C. Meehan, James R. and others. Clerical Office Procedures. 5th ed. Cincinnati: South-Western Publishing Co., 1973.
- D. Meehan, James R. and others. Secretarial Office Procedures. Cincinnati: South-Western Publishing Co., 1972.

14.0900

UNIT VII

TYPING MINUTES, AGENDAS, ITINERARIES, AND SPEECHES

INFORMATION SHEET

I. Terms and definitions

- A. Minutes--The official records of meetings which show the action taken in those meetings
- B. Agenda--The schedule of business to be covered at the meeting
- C. Itinerary--An outline of a trip which includes the date, exact time of departure and arrival for each part of a trip, the kinds of transportation to be used, the accommodations for which reservations have been made, appointments, and other details that provide a full account of a trip

II. Typing the minutes

- A. The completeness of typed minutes depends on the formality of the meeting.
- B. Most sets of minutes include the following points:
 - 1. Name of group, organization, or business
 - 2. Time, date, and place of meeting
 - 3. Attendance - names of presiding officer, secretary, and the number of members present
 - 4. Approval of minutes from previous meeting
 - 5. Reports of special committees
 - 6. Unfinished business
 - 7. New business
 - 8. Time, date, and place of next meeting
 - 9. Time of adjournment
 - 10. Signature of secretary

- C. The margins for minutes should be a 2" top margin on the first page and 1" on all other pages and 1" side margins.

III. Typing the agenda

- A. Rough draft several days before the meeting
- B. Each person at the meeting receives a copy.
- C. Order of business
 - 1. Call to order by presiding officer
 - 2. Roll call
 - 3. Announcement of quorum--optional
 - 4. Previous meeting's minutes are read.
 - 5. Minutes are approved.
 - 6. Officers' reports
 - 7. Standing committees' reports
 - 8. Special committees' reports
 - 9. Unfinished business
 - 10. New business
 - 11. Appointment of committees
 - 12. Nomination and election
 - 13. Next meeting date
 - 14. Adjournment

IV. Typing the itinerary

- A. A detailed plan to be used when traveling
- B. The itinerary should include:
 - 1. Date, time, and place of departure
 - 2. Transportation accommodations
 - 3. Arrival date, time, and place
 - 4. Hotel or motel accommodations

5. Appointments

- C. The margins for the itinerary should be a 2" top margin and 1" side margins. Single space individual entries.

V. Typing a speech

A. On a full sheet

- 1. 2" top margin on first page
- 2. 1" side and bottom margins
- 3. 1" top margin on all but the first page

B. On 5" x 8" cards

- 1. 1/2" top, bottom, and side margins
- 2. Five-space paragraph indention

AGENDA

THE SOUTHWESTERN COMPANY

Agenda for the Meeting of Division Heads

January 13, 19--

1. Call to Order Mac Kelton
2. Reading and Approval of Minutes Jerry Kenis
3. Reports of Special Departments
 - Sales Beverly Way
 - Returns Joe Dow
 - Publications. Les Travis
4. New Business
 - New health and accident insurance policy. Jerry Kenis

ITINERARY

MONDAY--June 1 (Commerce to Houston)

8:00 a.m. Leave Commerce. Drive to Houston.

1:00 p.m. Arrive Houston. Reservations Royal Coach Inn.
VICA State Meeting

TUESDAY--June 2 (In Houston)

10:00 a.m. Proposal Committee Meeting - CVAE
Office Duplicating

12 Noon Luncheon - Horseman's Inn Restaurant

WEDNESDAY--June 3 (In Houston)

10:00 a.m. In-service workshop - Vocational Industrial Education

1:00 p.m. Give lecture on Administration in Vocational Education

THURSDAY--June 4 (Houston to Commerce)

10:00 a.m. Leave Houston. Drive to Commerce.

3:30 p.m. Arrive Commerce.

14.0900

UNIT VII

TYPING MINUTES, AGENDAS, ITINERARIES, AND SPEECHES

ASSIGNMENT SHEET #1--TYPING AN AGENDA

Directions: Assume you are the secretary to Dr. William Bates, Dean of the Graduate School, at XYZ University. As Head of the Graduate Council, he leads the meetings. Prepare an agenda for the next meeting to be held on Tuesday, April 29, 19__ . Dr. Bates will give the call to order, and you will read and conduct the approval of the minutes. A report will be given by Dr. Bates on the enrollment and growth status of the graduate school. Dr. T. Davis, Business Manager, will give a financial report, and Dr. Mary Gibson will give the research report. Dr. Bates also will read and move for the approval of the admission to candidacy list. Dr. James Murray, Head of the Psychology Department, will present a new, proposed master's program in psychology to be heard and voted on by the Graduate Council. The Committee on Addition and Deletion of Graduate Courses will be represented by Dr. Lynn Butler, and Dr. Jackit Brar will represent the Committee to Obtain Approval of Master's Teachers to Teach Graduate Courses. After Dr. Brar speaks, a vote will be taken.

14.0900

UNIT VII

TYPING MINUTES, AGENDAS, ITINERARIES, AND SPEECHES

ASSIGNMENT SHEET #2--TYPING AN ITINERARY

Directions: Type an itinerary from the following information.

Sunday, March 9, 197_, at 9:45 p.m. EST, you will leave your town on Delta flight #24 for Chicago.

On Monday, March 10, 197_, at 1:01 a.m. you will arrive at Dewey International Airport in Chicago. Reservations are at the Chicago Hilton. At 12 noon you will attend the OEA Convention banquet at the Chicago Hilton Restaurant. At 2:00 p.m. you will be speaking to a small group of OEA students on "Parliamentary Procedure." This will be in the Cypress Room. A reception will be held at 7:15 p.m. in the Magnolia Room for all OEA officers.

On Tuesday, March 11, 197_, at 10 a.m. you are to tour Chicago via Chicago Tourist Entertainers. This has been provided by the OEA Convention. At 2:00 p.m. you will attend a group meeting on "Current Trends in OEA." At 8:00 p.m. there will be a formal banquet in the Rose Room.

On Wednesday, March 12, 197_, at 9:00 a.m. in the Morning Coffee Shoppe you are to interview the national OEA advisor for an article in your local school paper. At 2:05, Wednesday, you will leave Chicago on Delta flight #24 for home. Your flight will arrive home at 4:15 p.m., and your sister will meet you.

14.0900

UNIT VII

TYPING MINUTES, AGENDAS, ITINERARIES, AND SPEECHES

ASSIGNMENT SHEET #3--TYPING A FULL-PAGE SPEECH

Directions: Type the following speech on a full sheet of paper.

Welcome

Tampa City School Board

June 10, 19__

Mr. Clea E. Bickham, Principal

It is indeed an ^{pleasure} ~~honor~~ to welcome the Tampa City School Board members to Tampa High School. As a fellow educator, I am ^{glad} ~~pleased~~ to ~~see that each of you here today~~ know that we have such fine, enthusiastic ^{members} ~~people~~ on the board. As the day ^o ~~progresses~~, I am sure you will gain much from the program that has been planned. ^o ~~for today~~.

At this time I would like to ^{Command Mack} ~~thank~~ Mr. ~~Mack~~ Solomon for the excellent work he has done in preparing this meeting. I would like also to recognize our superintendent Mr. Glenn Roberts, He is an outstanding educator and has done much for education, not only in Tampa, but throughout the state.

If time permits, please feel free to visit with our students, teachers, and administration so ^{that} you can learn firsthand what a fine high school your efforts are helping to produce.

~~Thank you~~ If we can be of further assistance to you in any way, please do not hesitate to call on us.

Thanks!

14.0900

UNIT VII

TYPING MINUTES, AGENDAS, ITINERARIES, AND SPEECHES

ASSIGNMENT SHEET #4--TYPING A 5" X 8" CARD SPEECH

Directions: Type the speech in Assignment Sheet #3 on 5" x 8" cards.

14.0900

UNIT VII

TYPING MINUTES, AGENDAS, ITINERARIES, AND SPEECHES

ANSWERS TO ASSIGNMENT SHEETS

Assignment Sheet #1

XYZ UNIVERSITY

Agenda for the Meeting of the Graduate Council

Tuesday, April 29, 19--

1. Call to Order Dr. Wm. Bates
2. Reading and Approval of Minutes Student's name
3. Reading and Approval of Admission
to Candidacy Students Dr. Wm. Bates
4. Report of Officers
Dean's Report Dr. Wm. Bates
Manager's Report. Dr. T. Davis
Researcher's Report Dr. Mary Gibson
5. Reports of Committees
Committee on Addition and Deletion
of Graduate Courses Dr. Lynn Butler
Committee to Obtain Approval of
Master's Teachers to Teach
Graduate Courses. Dr. Jackit Brar
6. New Business
Proposed Master's Program
in Psychology Dr. James Murray

Assignment Sheet #2

ITINERARY

SUNDAY--March 9 (Home to Chicago)

9:45 P.M. Leave home on Delta Flight #24

MONDAY--March 10 (In Chicago)

1:01 A.M. Arrive in Chicago. Reservations at Chicago Hilton.

12 Noon OEA Convention Banquet - Chicago Hilton Restaurant

2:00 P.M. Speak on "Parliamentary Procedure" at small group meeting - Cypress Room

7:15 P.M. Reception for OEA Officers - Magnolia Room

TUESDAY--March 11 (In Chicago)

10:00 A.M. Tour Chicago via Chicago Tourist Entertainers (Provided by OEA Convention)

2:00 P.M. Attend small group meeting on "Current Trends in OEA"

8:00 P.M. Formal Banquet - Rose Room

WEDNESDAY--March 12 (Chicago to Home)

9:00 A.M. Interview national OEA advisor - Morning Coffee Shoppe

2:05 P.M. Leave Chicago on Delta Flight #24

4:15 P.M. Arrive home. (Sister will meet you.)

Assignment Sheet #3

Welcome

Tampa City School Board

May 10, 19--

Mr. Clea E. Bickham, Principal

It is indeed a pleasure to welcome the Tampa City School Board members to Tampa High School. As a fellow educator, I am glad to know that we have such fine, enthusiastic members on the board. As the day progresses, I am sure you will gain much from the program that has been planned.

At this time I would like to commend Mr. Mark Solomon for the excellent work he has done in preparing this meeting. I would also like to recognize Mr. Glenn Roberts, our superintendent. He is an outstanding educator and has done much for education, not only in Tampa, but throughout the state.

If time permits, please feel free to visit with our students, teachers, and administration so you can learn firsthand what a fine high school your efforts are helping to produce.

If we can be of further assistance to you in any way, please do not hesitate to call on us.

Thanks!

Welcome

Tampa City School Board

May 10, 19--

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If time permits, please feel free to visit with our students, teachers, and administration so you can learn firsthand what a fine high school your efforts are helping to produce.

If we can be of further assistance to you in any way, please do not hesitate to call on us.

Thanks!

14.0900

UNIT VII

TYPING MINUTES, AGENDAS, ITINERARIES, AND SPRECHES

JOB SHEET #1--TYPING A SET OF MINUTES

I. Tools and equipment needed:

- A. Typewriter
- B. Correcting materials
- C. Typing paper

II. Procedures:

Record the minutes of a club meeting and type a set of minutes. Be sure to include: time and place of the meeting, roll call, approval of minutes, reports of special groups, unfinished business, new business, date of the next meeting, and the time of adjournment. An example of a set of minutes is provided.

MINUTES

VII-424

THE SOUTHWESTERN COMPANY

Interdivisional Meeting of January 13, 19--

Time and Place of Meeting

The regular monthly meeting of the division heads of The Southwestern Company was held January 13, 19--, in the President's Chamber Hall. The meeting was called to order at 8:00 A.M. by Mr. Mac Kelton, presiding officer. Mr. Jerry Kenis acted as recording secretary.

Roll Call

The following division heads were present: Messrs. David Standard (Education), Culpepper Webb (Power), Mike Klein (Bible), and Edward Allen (Home Learning).

In addition, Mr. Alan Wright (Business Manager) was present with the following Business Office members: Mrs. Beverly Way (Sales), Mr. Joe Dow (Returns), and Mr. Les Travis (Publications).

Approval of Minutes

The minutes of the December meeting, which had been duplicated and distributed to all division heads, were approved as read.

Reports of Special Departments

Sales. Mrs. Beverly Way presented a report comparing sales of each division for the month of March this year and one year ago. After a discussion, Mr. Mac Kelton suggested a committee be formed to research methods of cutting costs, increasing sales through motivation. Mr. David Standard seconded the motion. The motion was carried.

Returns. Mr. Joe Dow reported the returns figures on sales, indicating that field salesmen need to sell the product more completely during the initial sale.

Mr. Alan Wright then reviewed the sales returns figures and provided each division head copies of the statistics compiled.

Publications. Mr. Les Travis reported a need for updating the copyrights on the following publications: The Home, A Maintenance and Repair Book, The One Volume Encyclopedia, The Life Cycle Library, and The Webster's New World Dictionary, Young People's Edition and Concise Edition. After citing factors lacking in each and out-dated material in each, he asked for approval to begin updating these publications.

Mr. Mike Klein moved that the approval be granted. Mr. Edward Allen seconded the motion. The motion carried.

Unfinished Business

There was no unfinished business.

New Business

Mr. Jerry Kenis presented a new health and accident insurance policy and answered questions raised. Division heads were asked to distribute the policy pamphlet among the salesmen before action be taken.

Next Meeting

The next Interdivisional Meeting will be held on Thursday, February 12, in the President's Chamber Hall at 8:00 A.M.

Adjournment

The meeting was adjourned at 11:15 A.M.

Respectfully submitted,

Jerry Kenis
Recording Secretary

Mac Kelton
Presiding Officer

Date

14.0900

UNIT VII

TYPING MINUTES, AGENDAS, ITINERARIES, AND SPEECHES

ANSWERS TO JOB SHEET

Job Sheet #1

Evaluated to the satisfaction of the instructor.

14.0900

UNIT VII

TYPING MINUTES, AGENDAS, ITINERARIES, AND SPEECHES

UNIT TEST

1. Define the following terms:

a. Agenda

b. Itinerary

c. Minutes

2. Identify points to include in typing the minutes of a meeting.

3. Arrange the steps of the agenda in proper sequence by placing the numbers 1-16 in the blanks to the left of each statement.

- _____ a. Roll call
- _____ b. Minutes approved
- _____ c. Unfinished business
- _____ d. New business
- _____ e. Rough draft of agenda
- _____ f. Appointment of committees
- _____ g. Next meeting date
- _____ h. Call to order by presiding officer
- _____ i. Each person at the meeting receives an agenda.
- _____ j. Adjournment
- _____ k. Announcement of quorum - optional
- _____ l. Previous meeting's minutes are read
- _____ m. Special committees' report
- _____ n. Standing committees' report
- _____ o. Nomination and election
- _____ p. Officers report

4. Identify all the necessary parts of an itinerary by filling in the following blanks.

The itinerary is a detailed plan to be used when traveling.

It should include the date, time, and place of (a) _____

_____ and (b) _____. It should also contain

two types of accommodations: (c) _____ and

(d) _____. One very important part of the

itinerary is the schedule of (e) _____.

The margins should be (f) _____ inch(es) for the top

and (g) _____ inch(es) for the side. Individual

entries should be (h) _____ spaced.

5. Discuss how to type a speech.

6. Demonstrate the ability to:

- a. Type a set of minutes.
- b. Type an agenda.
- c. Type an itinerary.
- d. Type a speech on a full sheet of paper.
- e. Type a speech on 5" x 8" cards.

(NOTE: If these skills have not been accomplished prior to the test, ask the instructor when they should be completed.)

14.0900

UNIT VII

TYPING MINUTES, AGENDAS, ITINERARIES, AND SPEECHES

ANSWERS TO UNIT TEST

1. a. Agenda--The schedule of business to be covered at the meeting
- b. Itinerary--An outline of a trip which includes the date, exact time of arrival and departure, the kinds of transportation used, the accommodations for which reservations have been made, appointments, and other details that provide a full account of a trip.
- c. Minutes--The official records of meetings which show the action taken in those meetings
2. a. Completeness
- b. Name of group, organization, or business
- c. Time, date, and place of meeting
- d. Attendance
- e. Approval of minutes
- f. Report of special committees
- g. Unfinished business
- h. New business
- i. Time, date, and place of next meeting
- j. Time of adjournment
- k. Signature of secretary
- l. Margins -- 2" top first page, 1" on sides, bottom, and top after first page
3. 4 a.
- 7 b.
- 11 c.
- 12 d.

- 1 e.
- 13 f.
- 15 g.
- 3 h.
- 2 i.
- 16 j.
- 5 k.
- 6 l.
- 10 m.
- 9 n.
- 14 o.
- 8 p.

4. a. Departure

b. Arrival

c. Hotel or motel

d. Travel

e. Appointments

f. 2

g. 1

h. Single

5. A speech may be typed on either a full sheet of paper or on 5" x 8" cards, depending on the preference of the speaker.

On a full sheet of paper, the margins would be 2" top margin on the first page with 1" side and bottom margins. A 1" top margin should be used on every sheet after the first.

On 5" x 8" cards, use half-inch top, side, and bottom margins with a 5-space paragraph indentation.

6. Evaluated to the satisfaction of the instructor.

14.0900

UNIT VIII

TYPING MANUSCRIPTS

TERMINAL OBJECTIVE

After completing this unit, the student will be able to identify proper spacing and margins, and explain how to type page numbers, title pages, footnotes, bibliographies, and tables of contents in manuscripts with side binding and top binding. This knowledge will be evidenced through demonstration and by successfully completing a unit test.

SPECIFIC OBJECTIVES

After completing this unit of instruction, the student will be able to:

1. State the correct margins and spacing for a top-bound and side-bound manuscript.
2. Identify and describe three types of headings and subdivisions.
3. Explain how to type page numbers on manuscripts.
4. Describe two methods of typing footnotes.
5. Discuss how to type a bibliography.
6. Explain how to type a table of contents.
7. Print a sample title page and list its parts.
8. Demonstrate the ability to:
 - a. Type a top-bound manuscript using a title page, table of contents, footnotes on a separate page, and bibliography.
 - b. Type a side-bound manuscript using a title page, table of contents, footnotes with the body, and bibliography.

14.0900

UNIT VIII

TYPING MANUSCRIPTS

SUGGESTED ACTIVITIES

I. Instructor:

- A. Provide objective sheet.
- B. Discuss objective sheet.
- C. Provide information sheet.
- D. Discuss information sheet.
- E. Prepare transparencies.
- F. Provide assignment sheets.
- G. Discuss assignment sheets.
- H. Give test and evaluate results.

II. Student:

- A. Read objective sheet.
- B. Participate in discussion of objective sheet.
- C. Read information sheet.
- D. Participate in discussion of information sheet.
- E. View transparencies.
- F. Read assignment sheets.
- G. Complete assignment sheets.
- H. Take test.

INSTRUCTIONAL MATERIALS

I. Included in this unit:

- A. Objectives

- B. Information sheet
- C. Transparency masters
 - 1. VIII-TM-1--Title Page
 - 2. VIII-TM-2--Table of Contents
 - 3. VIII-TM-3--First Page
 - 4. VIII-TM-4--Footnotes
 - 5. VIII-TM-5--Bibliography
 - 6. VIII-TM-6--Aids to Typing Manuscripts
- D. Assignment sheets
 - 1. Assignment Sheet #1--Top-Bound Manuscript
 - 2. Assignment Sheet #2--Side-Bound Manuscript
- E. Answers to assignment sheets
- F. Test
- G. Answers to test

II. References:

A. Books

- 1. Anderson, Ruth I. and others. Administrative Secretary. 2nd ed. New York: McGraw-Hill Book Company, 1976.
- 2. Lessenberry, D. D. and others. Century 21 Typewriting. Cincinnati: South-Western Publishing Co., 1972.

B. Manuals

- 1. Gavin, Ruth E. and William A. Sabin. Reference Manuals for Stenographers and Typists. 4th ed. New York: McGraw-Hill Book Company, 1970.
- 2. House, Clifford R. and Apollina M. Koebele. Reference Manual for Office Personnel. 5th ed. Cincinnati: South-Western Publishing Co., 1970.
- 3. Lessenberry, D. D. and others. Typewriting Style Manual. Cincinnati: South-Western Publishing Co., 1972.

14.0900

UNIT VIII

TYPING MANUSCRIPTS

INFORMATION SHEET

I. Spacing and margins

A. Spacing

1. Single or double spaced
2. Depends on manuscript
 - a. For publication--double spaced
 - b. For business office--single or double spaced

B. Margins

1. Side binding
 - a. Leave 1 1/2- or 2-inch top margin on first page--1 inch on second page and succeeding pages.
 - b. Left margin should be 1 1/2 inch (allowing 1/2 inch for binding). Right margin 1 inch.
 - c. Bottom margin--approximately 1 inch.
2. Top binding
 - a. Leave a top margin of 2 or 2 1/2 inches on first page and 1 1/2 inches on second and succeeding pages.
 - b. Side margins should be 1 inch.
 - c. Bottom margin--approximately 1 inch.

II. Headings

- A. Main heading--Capitalized, centered, and followed by triple space. If side binding, remember to center over line of writing (3 spaces to right of actual center), not actual center of page.

- B. Side headings--underlined, typed even with left margin; preceded by triple space and followed by double space.
- C. Paragraph headings--underlined, indented on the first line of the paragraph and followed by a period.

III. Page numbers

- A. If numbering the first page (optional), center "1" two spaces below the last line and 1" above the bottom.
- B. Second page--generally pages are numbered in the upper right-hand corner on the fourth line down even with right margin (if you are using a 1" top margin). For top binding, place the page number centered 1" from bottom of page.

IV. Footnotes

A. Within the body

1. Reference indicated by a number typed approximately 1/2 space above line of writing. Footnote to match reference number is typed at bottom of same page.
2. Footnotes can be numbered consecutively throughout manuscript or numbered anew on each page.
3. At bottom of page, allow 6 spaces for bottom margin, four additional lines for one footnote, and 3 additional lines for each additional footnote. For one footnote, this would put the divider lines approximately 10 lines from bottom of page; for two footnotes, on line 13.
4. Divider line should be approximately 1 1/2" long and typed a single space from last line of body. Double space after divider line and type first footnote.
5. Single space footnote. Indent first line as paragraphs are indented. Type the reference number 1/2 space above line of type.
6. If page is not full page, type footnote at bottom, leaving space between body and footnote.

B. On a separate page

1. Footnotes may be listed on one page preceding the bibliography page.

2. Use the same margins as on first page of the manuscript.
3. "Footnotes" is centered, capitalized, and followed by a triple space.
4. Each entry is single spaced. Indent the first line as paragraphs are indented. Type the reference number 1/2 space above the line of type.
5. List consecutively according to their reference number.

C. Footnote information and order

(NOTE: See transparency master on footnotes.)

V. Bibliography

- A. Use same margins as first page of manuscript.
- B. "Bibliography" is centered, capitalized, and followed by a triple space.
- C. List references in alphabetical order.
- D. Each entry is single spaced with double spacing between entries.
- E. Type the first line against the left margin--indent the second and succeeding lines 5 spaces.
- F. Bibliography information and order of presentation
(NOTE: See transparency master on bibliography.)

VI. Table of contents

- A. Use the same margins as first page of manuscript.
- B. Center heading, triple space, type word "page" so that it ends at right margin, double space, and type headings.
- C. Use leader lines from headings to page numbers.

VII. Title page

- A. Title page should include title of report, name of author, date, and any other pertinent information deemed necessary.
- B. All lines should be centered and arranged attractively on the page.

2"



TITLE

(Any other pertinent information)

AUTHOR 2 spaces
DATE

1"



TABLE OF CONTENTS

	Page
Heading	1
Subheading.	1
Subheading.	2
Heading	2
Subheading.	3

(NOTE: Side margins for side bound manuscript.)

First Page of a Manuscript

VOCATIONAL EDUCATION: ENROLLMENT TRENDS

The size of vocational education enrollments during the next five years should not come as a complete surprise. Many have known the general facts for some time, but it is doubtful that we are thoroughly aware of the precise nature of the changes to come and their timetable.¹ For this reason, our report examines in detail the educational enrollments that can be expected during the next five years.

Scope of the Report

Educational. This report focuses on educational enrollments for two levels of education: secondary and post-secondary. We include enrollment in both public and nonpublic institutions at both levels.

We make no attempt in this study to relate our analysis to other areas of education.

Business. We do, however, attempt to deal with such important correlative questions as trends in business. The business world, within the next five years, will have a direct influence on vocational education -- its enrollment and its curriculum. Past studies coupled with future forecasts lead vocational educators and business researchers to believe that

¹Joe Dodd, "Forecasting Vocational Education," Vocational Education Journal, 48:19, June, 1976.

FOOTNOTES

- BOOK ¹Jorge Graye, The Annual Fact Book on Business in the United States, 9th ed., Dallas: Cory Publishers, 1976, pp. 8-129.
- BOOK ²Carrie Pugh, Documentary on Business, 3rd ed., Cincinnati: South-Western Publishing Co., 1975, pp. 210-301.
- ARTICLE ³Harry Dalton, "Predicting '77," The Businessmen's Journal, 15:21-32, December, 1976.
- ARTICLE ⁴June Hartford and Tom Markus, "Correcting Past Errors," The Businessmen's Journal, 13:19-46, May, 1976.
- ABB. ⁵Ibid., p. 71.
- (NOTE: Ibid. means in the same place and always refers to the footnote preceding it. If the page number is different, list it after Ibid.)
- ABB. ⁶Pugh, loc. cit.
- (NOTE: loc. cit. refers to the same pages as cited in an earlier footnote. Since others intervene, a loc. cit. must begin with the author's last name, authors' last names, or title of the publication if no author is cited.)
- ABB. ⁷Hartford and Markus, op. cit., p. 101.
- (NOTE: op. cit. means "in the work cited." It is used when different pages of a source already cited must be listed.)

BIBLIOGRAPHY

Dalton, Harry. "Predicting '77." The Businessmen's Journal.
Vol. 15. December, 1976.

Graye, Jorge. The Annual Fact Book on Business in the United States. 9th ed. Dallas: Cory Publishers, 1976.

Hartford, June and Tom Markus. "Correcting Past Errors."
The Businessmen's Journal. Vol. 13. May, 1976.

Pugh, Carrie. Documentary on Business. 3rd ed. Cincinnati:
South-Western Publishing Co., 1975.

A. Number line backing sheet

B. Proofreader's Marks

✂ Delete, or take out.

^ Caret, for something left out. Insert additions.

stet Let it stand.

Capitals.

lc Lower case.

rom Roman face.

ital or Italics.

bf Bold face.

⌋ Close up.

Insert space.

⌋ Insert comma.

≡/ Insert hyphen.

○ Insert period.

:/ Insert color.

;/ Insert semicolon.

!/ Insert exclamation mark.

?/ Insert question mark.

↘ Insert apostrophe.

»/ Insert quotation marks.

(/)/ Insert parentheses.

..../ Insert leaders.

xxx/ Insert ellipses.

// Set flush.

⌋ Move to right.

⌈ Move to left.

⌈ Raise.

⌋ Lower.

¶ Make paragraph.

No ¶ No paragraph. Run in.

tr. or Transpose words or letters.

(sp) Spell out.

(?) Query to author.

NUMBER LINE BACKING SHEET

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14.0900

UNIT VIII

TYPING MANUSCRIPTS

ASSIGNMENT SHEET #1--TOP-BOUND MANUSCRIPT

Directions: Type the following manuscript in the proper form and style. Include a title page, a table of contents, a body, footnotes on a separate sheet, and a bibliography. Use double spacing. Proofread and mark corrections with proof-reader's marks. Type a number line backing sheet to use as a guide for keeping within the bottom margin.

Manuscripts

In typing a ^{#3} manuscript there are certain procedures as to form and style which should be followed. These procedures are to help make the manuscript neat and attractive. The form & style of a manuscript tell as much about the writer as does the information presented in the manuscript. Factors to be considered in typing a manuscript are: spacing & margins, headings, page numbers, footnotes, the bibliography, ^{the} table of contents, & ^{start} the title page.

Spacing & Margins

5. Spacing. The spacing of a manuscript depends on the type of manuscript. If it is for business office

use it may be single or double spaced. However, a manuscript for publication must be double spaced.

5) Margins. If the manuscript is to have a side binding the margins should be: $1\frac{1}{2}$ " or 2" top margin on the first page, 1" or $1\frac{1}{2}$ " top margin on all other pages. $1\frac{1}{2}$ " left margin, 1" right margin, and a 1" bottom margin.

If the manuscript is to have a ^{top} binding, the margins should be: 2" or $2\frac{1}{2}$ " ^{top} margin on the first page, $1\frac{1}{2}$ or 2" top margin on all other pages; 1" side margin and a 1" bottom margin.

// Headings

Clarity & readability in a long piece of writing are improved by the use of headings. Degrees of headings must be kept uniform.² Three

² Ruth I. Anderson

The Administrative Secretary

N.Y. 1970 pages 392

The New-Hill Book Company

headings are: main headings, side

side headings, & paragraph headings.

// Page numbers

In numbering pages, the first page may or may not be numbered. If so, it should be 1" from the the bottom edge. All other pages, if side bound, should be numbered in the upper right hand corner on the fourth line down, even with the right margin. For a top binding, place the page number 1" from the bottom of the page.

FOOTNOTES *ls*

Footnotes are used to notify the reader of the source of a quotation, to acknowledge borrowed material, ideas, or concepts, to present extra material not appropriate to the text,^{and} to cross-reference other parts of the work.²

[2] ~~Quotation~~ R.T. Jacobson and others, Secretarial Duties, 2nd ed., Cincinnati: South-Western Co. Publishing Company, 1974, pp. 98-102.

BIBLIOGRAPHY-lc

5] ~~The bibliography~~ The bibliography is a list of sources & references used in researching the manuscript.³

³ Ray Wells, "Manuscripts with Eye Appeal," Businessmen's Forum, 48:11-12, April, 1973.

Table of Contents

The table of contents gives a list of chapters, main headings, sub-headings, & page numbers; it may also list preliminary & supplementary material.

Title page

The title page gives the title, the name of the author, date, & any other pertinent information necessary to identify the nature of the manuscript. (Bibliography - footnote references and Carter, R. M. Secretarial Procedure. New York: A. B. Dick, 1974.)

14.0900

UNIT VIII

TYPING MANUSCRIPTS

ASSIGNMENT SHEET #2--SIDE-BOUND MANUSCRIPT

Directions: Trade manuscripts of Assignment Sheet #1 with someone in the class. Proofread their manuscript and add any necessary proofreader's marks in a different color pen or pencil. Then retype their manuscript using side-bound margins. Include the footnotes on the bottom of the page where the quotation occurred. Be sure to correct all errors. Again, use the number line backing sheet.

14.0900

UNIT VIII

TYPING MANUSCRIPTS

ANSWERS TO ASSIGNMENT SHEETS

Assignment Sheet #1



TABLE OF CONTENTS	
	Page
Manuscripts	1
Opening and Margins	1
Headings	2
Page Numbers	2
Punctuation	2
Bibliography	2
Table of Contents	2
Title Page	3
Punctuation	4
Bibliography	5

Assignment Sheet # 1 (continued)

MANUSCRIPTS

In typing a manuscript, there are certain procedures as to form and style which should be consistently followed. These procedures help to make the manuscript neat and attractive. The form and style of a manuscript tell as much about the writer as does the information presented in the manuscript. Factors to be considered in typing a manuscript are: spacing and margins, headings, page numbers, footnotes, the bibliography, the table of contents, and the title page.

Spacing and Margins

Spacing. The spacing of a manuscript depends on the type of manuscript. If it is for business office use, it may be single or double spaced. However, a manuscript for publication must be double spaced.

Margins. If the manuscript is to have a side binding, the margins should be: 1 1/3 or 2" top margin on the first page, 1 or 1 1/2" top margin on all other pages, 1 1/2" left margin, 1" right margin, and a 1" bottom margin.

If the manuscript is to have a top binding, the margins should be: 3 or 2 1/2" top margin on the first page, 1 1/2 or 2" top margin on all other pages, 1" side margins, and a 1" bottom margin.

Headings

Clarity and readability in a long piece of writing are improved by using headings. Types of headings that may be used are: ¹ These headings are: main headings, side headings, and paragraph headings.

Page Numbers

In numbering pages, the first page may or may not be numbered if so, it should be 1" from the bottom edge. All other pages, if side bound, should be numbered in the upper right-hand corner on the fourth line down even with the right margin. For a top binding, place the page number 1" from the bottom of the page.

Footnotes

Footnotes are used to notify the reader of the source of a quotation, to acknowledge borrowed material, ideas, or concepts, to present extra material not appropriate in the text, or to cross-reference other parts of the work.²

Bibliography

The bibliography is a list of sources and references used in researching the manuscript.³

Table of Contents

The table of contents gives a list of chapters, main headings,

2

subheadings, and page numbers; it may also list preliminary and supplementary material.

Title Page

The title page gives the title, the name of the author, date, and any other pertinent information necessary to identify the nature of the manuscript.

3

Footnotes

¹John I. Anderson, *The Administrative Secretary*, New York: McGraw-Hill Book Company, 1970, p. 92.

²W. T. Johnson and others, *Secretarial Writing*, 2nd ed., Cincinnati: South-Western Publishing Co., 1970, pp. 98-101.

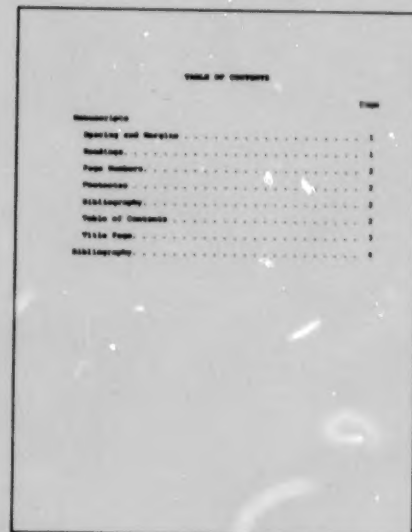
³Ray Wells, "Manuscripts with Style Appeal," *Businessman's Forum*, 49:11-12, April, 1973.

4

Assignment Sheet # 1 (continued)



Assignment Sheet # 2



Assignment Sheet # 2 (continued)

GENERALITIES

In typing a manuscript, there are certain procedures as to form and style which should be conscientiously followed. These procedures help to make the manuscript neat and attractive. The form and style of a manuscript tell so much about the writer as does the information presented in the manuscript. Factors to be considered in typing a manuscript are: spacing and margins, headings, page numbers, footnotes, the bibliography, the table of contents, and the title page.

Spacing and Margins

Spacing. The spacing of a manuscript depends on the type of manuscript. If it is for business office use, it may be single or double spaced. However, a manuscript for publication must be double spaced.

Margins. If the manuscript is to have a side binding, the margins should be: 1 1/2 or 2" top margin on the first page, 1 or 1 1/2" top margin on all other pages, 1 1/2" left margin, 1" right margin, and a 1" bottom margin.

If the manuscript is to have a top binding, the margins should be: 2 or 2 1/2" top margin on the first page, 1 1/2 or 2" top margin on all other pages, 1" side margins, and a 1" bottom margin.

Headings

Clarity and readability in a long piece of writing are

improved by using headings. Sources of headings must be kept uniform. Three headings are: main headings, side headings, and paragraph headings.

Page Numbers

In numbering pages, the first page may or may not be numbered. If so, it should be 1" from the bottom edge. All other pages, if side bound, should be numbered in the upper right-hand corner on the fourth line down even with the right margin. For a top binding, place the page number 1" from the bottom of the page.

Footnotes

Footnotes are used to notify the reader of the source of a quotation, to acknowledge borrowed material, ideas, or concepts, to present extra material not appropriate to the text, or to cross-reference other parts of the work.

Bibliography

The bibliography is a list of sources and references used in researching the manuscript.

Table of Contents

The table of contents gives a list of chapters, lists

such as: Anderson, Ruth I. *The Administrative Secretary*. New York: McGraw-Hill Book Company, 1978. p. 102.

By V. J. Anderson and others. *Administrative Training*. 2nd ed. Cincinnati: South-Western Publishing Co., 1978. pp. 10-102.

Wells, Roy. "Manuscripts with Eye Appeal." *Businessman's Forum*. 48:11-12, April, 1971.

headings, subheadings, and page numbers: it may also list preliminary and supplementary material.

Title Page

The title page gives the title, the name of the author, date, and any other pertinent information necessary to identify the nature of the manuscript.

BIBLIOGRAPHY

Anderson, Ruth I. *The Administrative Secretary*. New York: McGraw-Hill Book Company, 1978.

Curran, R. A. *Administrative Procedures*. New York: A. B. Book, 1978.

Anderson, R. V. and others. *Administrative Training*. 2nd ed. Cincinnati: South-Western Publishing Co., 1978.

Wells, Roy. "Manuscripts with Eye Appeal." *Businessman's Forum*. April, 1971.

14.0900

UNIT VIII

TYPING MANUSCRIPTS

UNIT TEST

1. State the correct margins and spacing for a top-bound and side-bound manuscript.

2. Identify and describe three types of headings and subdivisions.

3. Explain the procedure used in typing page numbers on manuscripts.

4. Describe two methods of typing footnotes.

5. Discuss how to type a bibliography.

6. Explain the procedure for typing a table of contents.

7. Print a sample title page and list its parts.

8. Demonstrate the ability to:

- a. Type a top-bound manuscript using a title page, table of contents, footnotes on a separate page, and bibliography.
- b. Type a side-bound manuscript using a title page, table of contents, footnotes with the body, and bibliography.

(NOTE: If these skills have not been accomplished prior to the test, ask the instructor when they should be completed.)

14.0900

UNIT VIII

TYPING MANUSCRIPTS

ANSWERS TO UNIT TEST

1. Spacing

Single--sometimes in a business office
Double--for publication

Margins

Side bound--

Top-- 1 1/2 - 2" 1st page
-- 1 - 1 1/2" all other pages
Left-- 1 1/2"
Bottom and right-- 1"

Top bound--

Top-- 2 - 2 1/2" 1st page
-- 1 1/2" all other pages
Bottom, left, and right-- 1"

2. Main heading -- All caps, centered, followed by a triple space

Side heading -- Underlined, even with left margin, preceded by triple space and followed by double space

Paragraph heading -- Underlined, indented on the first line of the paragraph

3. In typing page numbers, one may or may not number the first page. If numbered, center one inch from the bottom edge of the page. Generally, pages are numbered in the upper right-hand corner on the fourth line down and even with the right margin (if using a 1" top margin). For a top-bound manuscript, place the number centered 1" from the bottom of the page.

4. a. Within the body

b. On a separate page

5. In typing a bibliography, use the same margins as the first page of the manuscript. "BIBLIOGRAPHY" should be centered, capitalized, and followed by a triple space. The references should be in alphabetical order with each entry single spaced with double spacing between entries. Type the first

line against the left margin and indent the succeeding lines of the footnote five spaces.

6. In typing a Table of Contents, use the same margins as the first page of the manuscript. Center the heading, triple space, type the word "Page" so that it ends at the right margin, double space, and type headings. Use leader lines from headings to page numbers.

7.

TITLE OF REPORT
(any other pertinent information)
NAME OF AUTHOR
DATE

8. Evaluated to the satisfaction of the instructor.

14.0900

UNIT IX

TYPING MEDICAL FORMS

TERMINAL OBJECTIVE

At the completion of this unit, the student will be able to define medical terms, type medical articles, reports, and correspondence, and complete medical forms. This knowledge will be evidenced through demonstration and by successfully completing a unit test.

SPECIFIC OBJECTIVES

At the completion of this unit of instruction, the student will be able to:

1. Spell and identify medical terms.
2. Explain how to type medical articles.
3. List steps in typing medical reports.
4. Discuss the arrangement and typing of medical correspondence.
5. Describe procedures in typing medical forms.
6. Demonstrate the ability to:
 - a. Type a medical article.
 - b. Type a medical report.
 - c. Type medical correspondence.

14.0900

UNIT IX

TYPING MEDICAL FORMS

SUGGESTED ACTIVITIES

I. Instructor:

- A. Provide objective sheet.
- B. Discuss objective sheet.
- C. Provide information sheet.
- D. Discuss information sheet.
- E. Prepare transparencies.
- F. Provide assignment sheets.
- G. Discuss assignment sheets.
- H. Provide job sheets.
- I. Discuss job sheets.
- J. Provide additional materials from other resources.
- K. Give test and evaluate results.

II. Student:

- A. Read objective sheet.
- B. Participate in discussion of objective sheet.
- C. Read information sheet.
- D. Participate in discussion of information sheet.
- E. View transparencies.
- F. Read assignment sheets.
- G. Complete assignment sheets.
- H. Read job sheets.
- I. Complete job sheets.

- J. Complete additional material from other resources.
- K. Take test.

INSTRUCTIONAL MATERIALS

I. Included in this unit:

- A. Objectives
- B. Information sheet
- C. Transparency masters
 - 1. IX-TM-1--Article Style
 - 2. IX-TM-2--Report Style
 - 3. IX-TM-3--Correspondence Style
- D. Assignment sheets
 - 1. Assignment Sheet #1--Typing Medical Form Information
 - 2. Assignment Sheet #2--Typing in Limited Space
 - 3. Assignment Sheet #3--Typing Telegraphic Sentences
 - 4. Assignment Sheet #4--Typing Abbreviations
- E. Answers to assignment sheets
- F. Job sheets
 - 1. Job Sheet #1--Typing a Medical Article
 - 2. Job Sheet #2--Typing a Medical Report
 - 3. Job Sheet #3--Typing Medical Correspondence
- G. Answers to job sheets
- H. Test
- I. Answers to test

II. References

- A. Bredow, Miriam. Medical Office Procedures. New York: McGraw-Hill Book Company, 1973.

- B. Byers, Edward. 10,000 Medical Words. New York: McGraw-Hill Book Company, 1972.
- C. . The Medical Secretary. New York: McGraw-Hill Book Company, 1967.
- D. Fries, Albert C. and Dean Clayton. Timed Writings About Careers. 2nd ed. Cincinnati: South-Western Publishing Co., 1975.
- E. Lessenberry, D. D. and others. Century 21 Typewriting. Cincinnati: South-Western Publishing Co., 1972.
- F. Meehan, James R. and others. Secretarial Office Procedures. 8th ed. Cincinnati: South-Western Publishing Co., 1972.
- G. Root, Kathleen and Edward Byers. Medical Typing Practice. 2nd ed. New York: McGraw-Hill Book Company, 1967.
- H. Siegfried, Walter R. Medical Typing Forms. New York: McGraw-Hill Book Company, 1969.

14.0900

UNIT IX

TYPING MEDICAL FORMS

INFORMATION SHEET

I. Terms and definitions

- A. Cardiology--The study of the heart
- B. Chemotherapy--Treatment of disease by chemical agents
- C. Dermatology--The study of the skin and skin diseases
- D. Diabetes--A disease characterized by the inability of the body to use glucose
- E. Endocrinology--The study of the endocrine glands, their secretions, and their roles in body physiology
- F. Gastroenterology--The study of the diseases of the stomach and digestive tract
- G. Gynecology--The study of the diseases of the female, particularly of the reproductive organs
- H. Mental Health--The study of the mind and its disorders
- I. Neurology--The branch of medicine that deals with the nervous system and its diseases
- J. Obstetrics--The branch of medicine dealing with pregnancy and labor
- K. Orthopedics--The branch of medicine dealing with the surgery of bones and joints
- L. Pediatrics--The branch of medicine dealing with the care and treatment of children
- M. Thoracic Medicine--The care and treatment of the chest
- N. Urology--The study of the urinary system

II. Arrangement of medical articles

A. Title

- 1. Center; all capitals

2. On line 13 (2 inch top margin)
- B. Writer's name and identification
 1. Center; single space
 2. On line 15 (a double space below title)
- C. Body
 1. Double or triple space below writer's identification
 2. Double space
 3. A 60-space line; 5-space paragraph indention
 4. Single space internal listings or displays.
- D. Sideheadings
 1. All capitals
 2. At left margin
 3. Double space before and after.
- E. Bottom margin -- 1 - 1 1/2 inches
- F. Succeeding pages
 1. Writer's last name/page number on line 7 at the right margin
 2. Double or triple space before typing remainder of the body.
 3. Date -- 1 1/2 inches from bottom of page

III. Arrangement of reports

- A. Title
 1. Center; all capitals
 2. Two inches from top of paper
- B. Additional explanatory information
 1. Center; single space
 2. Double space before and after.

C. Sideheadings

1. All capitals; at left margin
2. Double space before and after.

D. Body

1. Single space
2. 60-space line; 5-space paragraph indention
3. Double space between paragraphs.

E. Bottom margin

1. One-half inch if report is only one page
2. One to one and one-half inches if report is more than one page

F. Succeeding pages

1. Title at left margin in all capitals on line 7
2. Page and the page number at right margin on line 7
3. Double space before typing remaining body.

G. Closing lines

1. Complimentary close -- double space after body at center.
2. Space for signature
3. Typed signature and/or title -- 4 spaces after complimentary close at center

H. Date -- 1 1/2 inches from bottom of page**IV. Medical Correspondence****A. Special features**

1. At least one long paragraph
2. No closing statement expecting action by the correspondent
3. Hyphenation limits right margin appearances.

B. Blocked form -- long letters

C. Semiblock form--average letters

D. Placement of letter parts

1. Date

- a. At right margin
- b. On line 15

2. Inside address

- a. At left margin
- b. On line 20

3. Salutation

- a. At left margin
- b. Double space before and after.

4. Subject line

- a. Center
- b. Double space before and after.

5. Body

- a. Single space
- b. 50- or 60-space line
- c. Double space between paragraphs.
- d. Block or indent paragraphs 5 spaces.

6. Closing lines

- a. At center
- b. Double space below body.
- c. Complimentary close
- d. Space for signature
- e. Typed signature

7. Reference initials

- a. At left margin; double space below typed signature.

- b. Either typist's initials or writer's/typist's initials

V. Medical forms typing procedures

- A. Guide words -- words printed on forms to help typist in inserting information
- B. Alignment - use alignment scale on typewriter for aligning words on forms.
- C. Optional material
 - 1. X out the information not needed.
 - 2. Place X in appropriate boxes.
- D. Inserting information into spaces
 - 1. Gather important information.
 - 2. Check amount of space available with amount of material.
 - 3. Plan arrangement of material.
 - 4. Type information in appropriate space.
- E. When space is limited
 - 1. Replace conjunctions, articles, or prepositions with commas, semicolons, or dashes.
 - 2. Use only the words necessary to relay the medical information.
 - 3. Use abbreviations.

ARTICLE STYLE

ARTICLE, PAGE 1; 2-INCH TOP MARGIN

ARTICLE, PAGE 2; 1-INCH TOP MARGIN

REPORT STYLE

REPORT, PAGE 1

REPORT, PAGE 2

IX-485

CORRESPONDENCE STYLE

A diagram of a long blocked letter format. It consists of a large rectangular box. Inside, there are several horizontal lines representing text. The lines are arranged in a single block, with a few lines at the top, a larger block of lines in the middle, and a few lines at the bottom. The lines are evenly spaced and aligned to the left.

BLOCKED FORM, LONG

A diagram of an average semiblocked letter format. It consists of a large rectangular box. Inside, there are several horizontal lines representing text. The lines are arranged in a semiblocked format, with a few lines at the top, a larger block of lines in the middle, and a few lines at the bottom. The lines are evenly spaced and aligned to the left.

SEMIBLOCKED FORM, AVERAGE

14.0900

UNIT IX

TYPING MEDICAL FORMS

ASSIGNMENT SHEET #1--TYPING MEDICAL FORMS INFORMATION

Directions: Read the information below and type the information in the appropriate spaces.

Mrs. Rosemary Day Wilders of 1090 East Mackel Boulevard, St. James, New York 39721, was admitted to the hospital for surgery. The preoperative diagnosis was chronic cholelithiasis, and the postoperative diagnosis was chronic cholelithiasis and chronic choledochitis. Her hospital file number was 888-9172-07, and her room number was 711. The doctors who performed the cholecystectomy, choledochostomy, and cholangiogram were Henry L. Druberry, M.D. and Carol R. Place, M.D.

Patient's name (Last) (First) (Middle)	
Street address, City, State, ZIP Code	
Preoperative diagnosis	
Postoperative diagnosis	
Operation performed	
Name of surgeon(s)	
Room	File

14.0900

UNIT IX

TYPING MEDICAL FORMS

ASSIGNMENT SHEET #2--TYPING IN LIMITED SPACE

Directions: Type the following final diagnoses in the spaces provided; eliminate all unnecessary words. Begin all typing at the left and insert commas, colons, and dashes wherever necessary.

1. Cardiovascular accident with hemiplegia and hypertensive vascular disease.

2. Benign prostatic hypertrophy and carcinoma of the bladder.

3. Muscular aches, numbness, and headaches associated with hypogammaglobulinemia.

4. Diverticulosis of the sigmoid colon and a lower abdominal mass.

(NOTE:

(NOTE: When using pica type, use the entire answer area. When using elite type, stop at the dotted line.)

14.0900

UNIT IX

TYPING MEDICAL FORMS

ASSIGNMENT SHEET #3--TYPING TELEGRAPHIC SENTENCES

Directions: Type the following segments of a medical report in telegraphic sentences. This means to reduce the number of words by using only the words necessary to relay the medical information.

1. This patient is a 75-year-old male who had a heart attack when he fell from a ladder five days ago.

2. The patient is still in critical condition and is not responding to treatment.

14.0900

UNIT IX

TYPING MEDICAL FORMS

ASSIGNMENT SHEET #4--TYPING ABBREVIATIONS

Directions: Select the abbreviation that best fits the medical terms listed below and type it on the line that follows.

EKG	Genito-urinary	_____
BMR	Gastrointestinal	_____
ENT	Dilation & Curettage	_____
Br	Complete blood count	_____
EEG	Cerebrovascular accident	_____
BUN	Electrocardiogram	_____
DC	Ear, Nose, and Throat	_____
CVA	Bromine	_____
GU	Blood Urea Nitrogen	_____
D & C	Basal metabolic rate	_____
CBC		
GI		

14.0900

UNIT IX

TYPING MEDICAL FORMS

ANSWERS TO ASSIGNMENT SHEETS

Assignment Sheet #1

Patient's name (Last) (First) (Middle)
Wilders, Rosemary Day (Mrs.)
Street address, City, State, ZIP Code
1090 East Mackel Boulevard
St. James, New York 39721
Preoperative diagnosis
Chronic cholelithiasis
Postoperative diagnosis
Chronic cholelithiasis and chronic choledochitis
Operation performed
Cholecystectomy, choledochostomy, and cholangiogram
Name of surgeon(s)
Henry L. Druberry, M.D.
Carol R. Place, M.D.
Room 711 File 888-9172-07

Assignment Sheet #2

1. Cardiovascular accident; hemiplegia; hypertensive vascular disease
2. Benign prostatic hypertrophy; carcinoma--bladder
3. Muscular aches, numbness, headaches from hypogammaglobulinemia
4. Diverticulosis--sigmoid colon; lower abdominal mass

Assignment Sheet #3

1. A 75-year-old male fell from ladder and had heart attack 5 days ago.
2. Patient in critical condition; not responding.

Assignment Sheet #4

Genito-urinary	<u>GU</u>
Gastrointestinal	<u>GI</u>
Dilation and curettage	<u>D & C</u>
Complete blood count	<u>CBC</u>
Cerebrovascular accident	<u>CVA</u>
Electrocardiogram	<u>EKG</u>
Ear, nose, and throat	<u>ENT</u>
Bromine	<u>Br</u>
Blood Urea Nitrogen	<u>BUN</u>
Basal metabolic rate	<u>BMR</u>

14.0900

UNIT IX

TYPING MEDICAL FORMS

JOB SHEET #1--TYPING A MEDICAL ARTICLE

I. Tools and equipment needed:

- A. Typewriter
- B. Typing paper
- C. Rough draft
- D. Erasing utensils

II. Procedures:

Type the following rough draft of an article in the proper form.

Hypersensitivity Reactions

Penicillin's significance in clinical hypersensitivity has not been defined, though the existence of circulating antibody of penicillin has been described.

Serum samples from two groups of women were obtained for comparison and study. Group 1 consisted of women who, approximately 10 days after the intramuscular injection of 1,300,000 units of benzathine penicillin, had urticaria, accompanied in many cases by swelling of joints and arthralgia of a sufficient degree to render them incapable of performing normal duties. Also included were women manifesting a purpuric rash, usually within 28 hours after receiving the drug. All these women were admitted to a ward for care.

Serum samples were obtained during the acute phase of the penicillin reaction in all those studied, and, in addition, three-week convalescent-phase specimens were collected from a smaller number. Serums collected for

other purposes before the injection of penicillin were available from some patients in this group.

Group 2 comprised women who received penicillin in the same dosage as those in Group 1, but without allergic sequelae. Serum samples from this group before the administration of penicillin and two and six weeks thereafter were obtained and tested.

Specimens were stored at 3 degrees centigrade for immediate use, or at minus 30 degrees centigrade for prolonged storage.

Serums were tested for the presence of circulating antibody to penicillin, utilizing human erythrocytes coated with penicillin in a hemagglutination test.

In this laboratory, aqueous penicillin G was added in the ratio of 25,000 units per milliliter to a mixture of Type O human blood, freshly drawn into an equal volume of special solution. As a control, another suspension of cells from the same donor was prepared simultaneously in an identical manner, except for the omission of penicillin.

14.0900

UNIT IX

TYPING MEDICAL FORMS

JOB SHEET #2--TYPING A MEDICAL REPORT

I. Tools and equipment needed:

- A. Typewriter
- B. Typing paper
- C. Rough draft
- D. Erasing utensils

II. Procedures:

Type the following rough draft of a report in the proper form.

*Pediatrics**Case History 1*

Present Illness: This is the second hospital admission of this seven-month-old boy, with a main complaint of respiratory difficulty. The patient was completely well, except for coryza & about 4 days ago. This disappeared with nose drops, until this morning, when he appeared to be wheezing somewhat. This afternoon he developed a barking cough and, on occasion, some inspiratory stridor. No fever noted. The cough was not too severe, and the stridor was intermittent.

Past History: This child had been followed for some time in the Pediatric's Clinic because of *Salmonella* in his stools. He has been asymptomatic from this.

Physical Examination: Temperature was 101 degrees Fahrenheit; pulse was 121; respirations were 36. The patient was an

irritable, white baby with a barking cough, and a rare inspiratory whoop. Slight substernal retraction. Occasional rhonchi, and breath sounds slightly increased on the left. No rales were heard. Nose was encrusted with discharge. Red pharynx; epiglottis was red and very swollen.

Laboratory Examination: Urine, negative; white blood count was 36,000; hemoglobin was 9.75 grams percent; 71 polymorphonuclear leukocytes; 20 lymphocytes; 7 monocytes; 1 eosinophil. Discharge white blood cells was 10,900. Blood group A, Rh. positive. Throat culture showed moderate alpha hemolytic streptococci and a few diphtheroids. Stool culture showed no salmonella. Chest film revealed no definite consolidation in either lung. Winton was done, but not reported.

Hospital Course: The baby was placed in a croup tent and put on penicillin, 150,000 units intramuscularly every six hours; streptomycin, 100 milligrams every six hours. He responded well to this medication and was discharged on the seventh day, afebrile, after being off medication for 24 hours. On discharge, he still had a few inconstant rhonchi posteriorly in his left chest. It was thought that he would eventually rid himself of salmonella and was discharged to his home and for follow-up in the Pediatric's Clinic.

14.0900

UNIT IX

TYPING MEDICAL FORMS

JOB SHEET #3--TYPING MEDICAL CORRESPONDENCE

I. Tools and equipment needed:

- A. Typewriter
- B. Typing paper
- C. Correcting utensils
- D. Carbon paper
- E. Rough draft

II. Procedures:

Type the following rough draft of the correspondence in the proper form. Make a carbon copy.

Current date

*Dr. Will Scoggins
Desporte's Clinic
Jamestown, Illinois 01370*

Dear Dr. Scoggins:

Mrs. Ella Moody, of 491 Caraway Street, was in my office today for an eye examination.

The best vision is recorded as finger counting at two feet for the right eye and hand movements for the left. Her ocular motility is normal, and the pupils respond to stimulation. In the right eye one obtains a black fundus reflex with no detail whatsoever. This is an indication of

a vitreous hemorrhage. In the left eye there is a dense vitreous haze through which several large black opacities may be seen floating in the lower fundus. One also sees a very dense, white, fibrous tissue membrane extending out into the vitreous, covered with many new vessels, some of which extend freely into the vitreous beyond the membrane.

The intraocular pressure is normal to finger palpation in each eye. Confrontation visual field is normal with the left eye, but shows a large nasal defect with the right.

The rather hopeless outlook was explained as well as possible to Mrs. Moody and her husband. Of course, the vitreous hemorrhages may clear somewhat, but even this offers little encouragement for this lady.

Sincerely yours,

Russel M. Crooks, M.D.

14.0900

UNIT IX

TYPING MEDICAL FORMS

ANSWERS TO JOB SHEETS

Job Sheet #1

HYPERSENSITIVITY REACTION
Kenneth D. Hamilton, M.D.

Penicillin's significance in clinical hypersensitivity has not been defined, through the existence of circulating antibody of penicillin has been described.

Seven samples from two groups of women were obtained for comparison and study. Group 1 consisted of women who, approximately 10 days after the intramuscular injection of 1,000,000 units of benzathine penicillin, had arthritis, accompanied in many cases by swelling of joints and general state of a sufficient degree to render them incapable of performing normal duties. Also included were women manifesting a purpuric rash, usually within 20 hours of receiving the drug. All these women were admitted to a ward for care.

Seven samples were obtained during the acute phase of the penicillin reaction in all these studies, and, in addition, three were convalescent-phase specimens were collected from a similar number. Samples collected for other purposes before the injection of penicillin were available from some patients in this group.

Group 2 comprised women who received penicillin in the same dosage as those in Group 1, but without allergic response. Seven samples from this group before the administration of penicillin and two and six weeks thereafter were obtained.

Hamilton/2

and tested.

Specimens were stored at 1 degree centigrade for immediate use, or at minus 30 degrees centigrade for prolonged storage.

Specimens were tested for the presence of circulating antibody to penicillin, utilizing human erythrocytes coated with penicillin in a hemagglutination test.

In this laboratory, aqueous penicillin G was added in the ratio of 25,000 units per milliliter to a mixture of Type O human blood, freshly drawn into an equal volume of special solution. As a control, another suspension of cells from the same donor was prepared simultaneously in an identical manner, except for the absence of penicillin.

Current date

Job Sheet #2

PEDIATRICS
Case History 1

PRESENT ILLNESS

This is the second hospital admission of this seven-month-old boy, with a chief complaint of respiratory difficulty. The patient was completely well, except for a cough about 1 day ago. This disappeared with some drugs, until this morning, when he appeared to be wheezing somewhat. This afternoon he developed a barking cough and, an occasional, short inspiratory stridor. He fevered twice. The cough was not too severe, and the stridor was intermittent.

PAST HISTORY

This child had been followed for some time in the Pediatric Clinic because of Salmoneila in his stools. He has been asymptomatic from this.

PHYSICAL EXAMINATION

Temperature was 101 degrees Fahrenheit; pulse was 123; respirations were 30. The patient was irritable, white baby with a barking cough, and a short inspiratory stridor. Slight subcostal retraction. Occasional rhonchi, and scratch sounds slightly increased on the left. No rales were heard. Mouth was mucous with discharge. Red pharynx; epiglottis was red and very swollen.

LABORATORY EXAMINATION

Stool, negative; white blood count was 10,000, hemoglobin was 8.75 grams percent; 11 polymorphonuclear leukocytes; 30 lymphocytes; 1 monocyte; 1 eosinophil. Discharge white blood cells was 10,000. Stool group A, 48, positive. Throat culture showed moderate alpha hemolytic streptococci and a few diphtheroids. Rhod cultures showed no Salmoneila. Chest film revealed no definite consolidation in either lung. Stomach and bowels, not reported.

DIAGNOSTIC ILLNESS

The baby was placed in a camp tent and put on penicillin, 100,000 units intramuscularly every six hours, streptomycin, 100 milligrams every six hours. He responded well to this medication and was discharged on the seventh day, febrile.

Page 2

PEDIATRICS

after being off medication for 10 hours. On discharge, he still had a few intermittent rhonchi posteriorly in his left chest. It was thought that he would eventually rid himself of Salmoneila and was discharged to his home and for follow-up in the Pediatric Clinic.

Respectfully submitted,
Michael S. Ryan, M.D.

Current date

Job Sheet #3

Current Data

Dr. Will Scroggins
Ophthalmic Clinic
Tomball, Illinois 61370

Dear Dr. Scroggins:

Mrs. Ella Moody, of 291 Caraway Street, was in my office today for an eye examination.

Her best vision is recorded as finger counting at ten feet for the right eye and hand movements for the left. Her ocular motility is normal, and she pupils respond to stimulation. In the right eye one obtains a black pupal reflex with no detail whatever. This is an indication of a vitreous haze. In the left eye there is a dense vitreous haze through which several large black opacities may be seen floating in the lower fundus. The also sees a very dense, white, fibrous vitreous membrane extending out into the vitreous, covered with many new vessels, some of which extend freely into the vitreous beyond the membrane.

The intraocular pressure is normal to finger palpation in each eye. Confrontation visual fields is normal with the left eye, but shows a large nasal defect with the right.

The rather hypertensive outlook was explained as well as possible to Mrs. Moody and her husband. Of course the vitreous opacities are clear enough, but even this offers little encouragement for this lady.

Sincerely yours,

Robert W. Frank, M.D.

WJW

14.0900

UNIT IX

TYPING MEDICAL FORMS

UNIT TEST

1. Spell and identify the medical terms by placing the correct word or words in the blanks.
 - a. _____ is the branch of medicine dealing with the care and treatment of children.
 - b. _____ is the study of the diseases of the female, particularly of the reproductive organs.
 - c. _____ is the study of the urinary system.
 - d. _____ is the study of the heart.
 - e. _____ is the study of the diseases of the stomach and digestive tract.
 - f. _____ is a disease characterized by the inability of the body to use glucose.
 - g. _____ is the branch of medicine dealing with the surgery of bones and joints.
 - h. _____ is the treatment of disease by chemical agents.
 - i. _____ is the care and treatment of the chest.
 - j. _____ is the study of the skin and its diseases.
 - k. _____ is the study of the nervous system and its diseases.
 - l. _____ is the study of the mind and its disorders.
 - m. _____ is the branch of medicine dealing with pregnancy and labor.
 - n. _____ is the study of the endocrine glands, their secretions, and their roles in body physiology.

2. Explain how to type medical articles.

3. List the steps in typing medical reports.

4. Discuss the typing and arrangement of medical correspondence.

5. Describe procedures in typing medical forms.

6. Demonstrate the ability to:

- a. Type a medical article.
- b. Type a medical report.
- c. Type medical correspondence.

(NOTE: If these skills have not been accomplished prior to this test, ask the instructor when they should be completed.)

14.0900

UNIT IX

TYPING MEDICAL FORMS

ANSWERS TO UNIT TEST

1.
 - a. Pediatrics
 - b. Gynecology
 - c. Urology
 - d. Cardiology
 - e. Gastroenterology
 - f. Diabetes
 - g. Orthopedics
 - h. Chemotherapy
 - i. Thoracic Medicine
 - j. Dermatology
 - k. Neurology
 - l. Mental Health
 - m. Obstetrics
 - n. Endocrinology
2. Medical articles should have a 2" top margin, a 1 to 1 1/2" bottom margin, and 1" side margins (60-space line). The title should be centered and in all capitals. The writer's name and identification should be a double space below the title, centered, and single spaced. The body, which is a double or triple space below the identification, should be double spaced with five-space paragraph indentations. If listings or displays are included, they should be single spaced. Sideheadings are at the left margin in all capitals. They are double spaced before and after. Pages after the first should begin with the writer's name/page number at the top right margin. After this heading, double or triple space before typing the remainder of the body. The date is typed 1 1/2" from the bottom of the page.

3. Title

- centered; all capitals
- 2 inches from top of paper

Additional Explanatory Information

- centered; single spaced
- double space before and after

Sideheadings

- at left margin; all capitals
- double space before and after

Body

- single spaced
- 60-space line; 5-space paragraph indentation
- double space between paragraphs

Bottom margin

- one page report -- 1 inch
- multiple page report -- 1 to 1 1/2 inch

Succeeding pages

- title at top left margin; all capitals
- page number at top right margin
- double space before and after

Signature

- complimentary close -- double space after body at center
- space for signature
- typed signature and/or title -- four spaces after complimentary close at center

Date

- 1 1/2 inches from bottom of page

4. Medical correspondence usually has at least one long paragraph, no closing statement expecting action by the correspondent, and a limited right margin appearance due to hyphenation of medical words. Most letters are blocked or semiblocked in the following style. The date is at the right margin on line 15, and the inside address is at the left margin on line 20. The salutation is at the left margin and is double-spaced before and after. If a subject line is used, this is also at the left margin, a double space below the salutation. The body (which is a double space below the last line of type) is single-spaced with double spacing between paragraphs. A 50- or 60-space line is used, and paragraphs may be blocked or indented. The closing lines are at the center, a double space below the bottom. First is the complimentary close, then the space for the signature, and last the typed signature. Reference initials should be at the left margin, a double space below the typed signature.

5. Guide words on forms and the alignment scale on the typewriter are to help the typist insert the information into the form neatly and correctly. Some forms require that one "X" out the information not needed, while others prefer an "X" in the appropriate box.
When inserting information into spaces: gather important information first, check the amount of space in relation to the amount of material, plan the arrangement of material, and type the information in the appropriate space.
When space is limited, replace conjunctions, articles, or prepositions with commas, semicolons, or dashes. Use only words necessary to relay the medical information, or use abbreviations.
6. Evaluated to the satisfaction of the instructor.

14.0900

UNIT X

TYPING LEGAL DOCUMENTS

TERMINAL OBJECTIVE

After completion of this unit, the student will be able to define terms related to legal documents; discuss how to type legal papers; explain how to type legal correspondence; and type a land description, subpoena, will, and partnership document. This knowledge will be evidenced by demonstration and by successfully completing a unit test.

SPECIFIC OBJECTIVES

After completion of this unit of instruction, the student will be able to:

1. Define terms related to legal documents.
2. Discuss the kinds of paper used for typing legal documents.
3. Explain the margin requirements of legal documents.
4. Describe spacing and indention procedures in typing legal documents.
5. Identify true statements concerning words, phrases, and numerals in legal documents.
6. Discuss how to type the date and signature lines in legal documents.
7. Explain how to number pages of legal documents.
8. Describe tabulation procedures in legal documents.
9. Define legal backs and endorsements.
10. Discuss erasures and rule exceptions on legal documents.
11. Outline how to type legal correspondence.
12. Demonstrate the ability to:
 - a. Type land descriptions.

X-516

- b. Type a subpoena.
- c. Type a will.
- d. Type a partnership document. .

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UNIT X

TYPING LEGAL DOCUMENTS

SUGGESTED ACTIVITIES

I. Instructor:

- A. Provide objective sheet.
- B. Discuss objective sheet.
- C. Provide information sheet.
- D. Discuss information sheet.
- E. Prepare transparencies.
- F. Prepare or obtain ruled legal document paper.
- G. Provide assignment sheets.
- H. Discuss assignment sheets.
- I. Provide additional material from other sources.
- J. Give test and evaluate results.

II. Student:

- A. Read objective sheet.
- B. Participate in discussion of objective sheet.
- C. Read information sheet.
- D. Participate in discussion of information sheet.
- E. View transparencies.
- F. Obtain ruled legal document paper.
- G. Read assignment sheets.
- H. Complete assignment sheets.
- I. Complete additional material from outside sources.
- J. Take test.

INSTRUCTIONAL MATERIALS

I. Included in this unit:

- A. Objective
- B. Information sheet
- C. Transparency masters
 - 1. X-TM-1--Partnership Agreement
 - 2. X-TM-2--Complaint and Verification
 - 3. X-TM-3--Legal Back
 - 4. X-TM-4--Warranty Deed
- D. Assignment sheets
 - 1. Assignment Sheet #1--Typing Land Descriptions
 - 2. Assignment Sheet #2--Typing a Subpoena
 - 3. Assignment Sheet #3--Typing a Will
 - 4. Assignment Sheet #4--Typing a Partnership Document
- E. Answers to assignment sheets
- F. Test
- G. Answers to test

II. References:

- A. Anderson, Ruth I. The Administrative Secretary. 2nd ed. New York: McGraw-Hill Book Company, 1976.
- B. Fries, Albert C. and Dean Clayton. Timed Writings About Careers. Cincinnati: South-Western Publishing Co., 1975.
- C. Graham, Milton and others. Legal Typewriting. New York: McGraw-Hill Book Company, 1968.
- D. Hanna, Marshall J. and others. Secretarial Procedures and Administration. 6th ed. Cincinnati: South-Western Publishing Co., 1973.

- E. Lessenberry, D. D. and others. Century 21 Typewriting. Cincinnati: South-Western Publishing Co., 1972.
- F. Meehan, James R. and others. Secretarial Office Procedures. 8th ed. Cincinnati: South-Western Publishing Co., 1972.
- G. Namanny, Dorthy and Garland DuPree. Legal Office Procedures. Cincinnati: South-Western Publishing Co., 1975.
- H. Namanny, Dorthy and Garland DuPree. Legal Office Typing. Cincinnati: South-Western Publishing Co., 1975.
- I. Vezeau, Jeannette and others. 10,000 Legal Words. New York: McGraw-Hill Book Company, 1971.

14.0900

UNIT X

TYPING LEGAL DOCUMENTS

INFORMATION SHEET

I. Terms and definitions

- A. Court paper (pleading)--A legal document which makes formal allegations or defenses in an action at law
- B. Endorsement--A description of the legal document placed on the outside cover of the legal back identifying parties concerned, title of paper, and date of execution
- C. Land description--A detailed identification of a parcel or tract of land as described in a legal instrument, such as a mortgage, lease, or deed
- D. Legal back--A cover for legal documents which binds pages into a tight packet
- E. Legal documents--Legal instruments or court papers
- F. Legal instrument--A formal written document, such as a will, a bill of sale, a deed, or a contract, which is prepared for the use of the parties who sign it
- G. Partnership--An agreement between two or more persons who unite their labor, skill, and capital for the purpose of conducting a lawful business and making a joint profit
- H. Party--Can be an individual, a company, a corporation, or a partnership. Most instruments use two or more parties. The party or parties having a common interest are usually referred to as "party (parties) of the first part" and "party (parties) of the second part."
- I. Seal--An impression used on a legal document to formally attest the execution of a document
- J. Subpoena--A formal written demand for a witness to appear in court to give his or hear testimony
- K. Will--A written instrument which states the desire and wishes of the maker in regard to the disposition of that person's property, to take effect upon his or her death

II. Paper used for typing legal documents

- A. Printed forms are available for many legal documents from stationery and legal blank companies.
- B. If forms are not available, a good grade of bond paper (minimum 25 percent cotton fiber) may be used.
- C. Types of paper
 - 1. Legal cap -- 8 1/2 by 13 (or 14 inches) with ruled left and right margins
 - 2. Legal cap -- with numbered lines
 - 3. Plain legal paper -- without ruled margins
 - 4. Letter-size paper -- 8 1/2 by 11 inches
- D. Long legal cap is preferred for formal papers.
- E. Check the style used in the office by referring to the files and recent state laws which require that court documents be prepared on paper 8 1/2 by 11 inches.

III. Margins for legal documents

- A. Left margins
 - 1. On unruled paper -- about 1 1/2 inches
 - 2. On legal cap -- leave a space or two between the double ruled lines and the typing.
- B. Right margins
 - 1. On unruled paper -- about 1/2 inch
 - 2. On legal cap -- up to one space of the right ruled margin line, but do not cross the ruled lines. Avoid hyphens at the end of lines.
- C. Top margin -- about two inches, since most documents are bound at the top
- D. Title -- center horizontally in all caps on line 13.
- E. Succeeding pages -- begin typing on line 10-13, according to preference.
- F. Bottom margin -- at all times at least one inch

G. Documents typed on letter-size paper

1. When bound on the left -- top margin is approximately 10 blank lines.
2. When top bound -- top margin is about two inches.

IV. Spacing and indentions in legal documents

A. Body

1. Usually double spaced; 5- or 10-space paragraph indentation
2. Land descriptions and quoted material
 - a. Usually single spaced
 - b. Five- or 10-space paragraph indentation is permissible
 - c. Can be indented five spaces more than the body on right and left margins
 - d. Land descriptions may begin at the paragraph point on the left and be indented 5 or 10 spaces on the right
3. Long documents are sometimes single spaced.
4. Certain acknowledgements and verifications are single spaced
 - a. To differentiate them from the primary document
 - b. To fit all material on the same page

B. Between paragraphs

1. Usually a double space
2. Exceptions -- when format must be carried over to another page or when material must be fitted into a printed form

V. Words, phrases, and numerals in legal documents

- A. Certain words and phrases are typed in all capital letters. They are: the first word or phrase of a paragraph, and names of documents, individuals, or firms.
- B. Monetary amounts are typed twice, once spelled out with capitals or in lower case, and once in figures within parentheses.

Example: Two Hundred Dollars (\$200.00)

- C. Measurements and other numbers are typed in the same manner as money.
- D. Numerals in land descriptions
 - 1. When written out, may be capitalized.
 - 2. Each number may begin with capitals or in lower case, if preferred.
 - 3. In limited space of land descriptions, figures and symbols only may be used.

Example: 5'6" and 32°

VI. Date and signature lines in legal documents

- A. Dates may be either written in figures or spelled out.

(NOTE: This includes the date and the year.)

- B. Signature lines

- 1. Parties' signatures
 - a. At right of page
 - b. Signature lines begin at the center point of the page and are about three inches long.
- 2. Witnesses' signatures
 - a. At left of page
 - b. Signature lines begin one space past the left margin and are about three inches long.
- 3. When possible, signature lines are aligned vertically.
(NOTE: There are exceptions to every rule.)
- 4. "Seal," "L.S." - when used after a signature line, only 2 1/2 inches are allowed for the signature line to provide space for the title.
- 5. Two or three blank lines should be left between signature lines depending on the length of the document.
- 6. At least two to three lines of typewritten material should be on any page with signatures of parties or witnesses.

7. The first signature line is typed on the third or fourth line below the final line of the body of the document.

VII. Page numbers in legal documents

- A. Centered between margins on about the sixth line from the bottom of the page
- B. Type a hyphen before and after the page number.
- C. The first page on legal documents is usually not numbered.

D. Wills

1. The first page is numbered.

Example: "Page 1 of 4"

2. Succeeding pages are numbered in the same way.

Example: "Page 3 of 4"

VIII. Tabulation in legal documents

- A. Use a familiar method.

B. Horizontal placement on legal cap

1. Move paper guide so the left-side ruled line is on 10.
2. Count the longest line in each column and add these numbers.
3. Subtract the total number of spaces to be used from the available spaces. (number of spaces between ruled lines)
4. Divide by one more than the total number of columns. The answer is the number of spaces to be used between columns and inside the ruled lines.

(NOTE: If there are leftover spaces, use them where they seem best.)

- C. Vertical placement is determined by the length of paper used.

IX. Legal backs and endorsements

- A. Legal backs--covers for legal documents which bind papers into a tight packet.

1. Used in some states
 2. Are heavier, longer, and wider than the legal document itself
 3. Can be purchased from a stationery company or improvised
- B. Endorsements--description of a document on the outside of a legal back identifying parties concerned, title of paper, and date of execution.
- C. Legal documents with backs and endorsements may be folded for filing
- X. Erasures and rule exceptions on legal documents
- A. Erasures
1. Permitted within the body, if neat.
 2. Not permitted in regard to money, names, or dates.
 3. Must be avoided on a will.
- B. Squeezing more lines on a page
1. Leave a smaller top or bottom margin
 2. Single space
 3. Leave fewer spaces between signature lines
- C. Spreading
1. Leave more space at the top or bottom of the paper.
 2. Leave more spaces between signature lines.
 3. Shorten typewritten lines on several lines in order to carry material to another page.
 4. Double or triple space.

XI. Legal correspondence

- A. Determining letter style
1. By individual preference
 2. Ask employer or refer to file copies of previous correspondence.
 3. According to design of letterhead

B. Subject line

1. Always used in legal correspondence in reference to a case

Examples: "Subject" or "Re" precede the file number.

2. May be centered or at left margin, a double space below the salutation

C. Erasures

1. Permitted in the body, if neat.
2. Not permitted in regard to money, names, or dates.

D. Letter placement

1. Short letter

- a. Contains up to 100 words
- b. Use 2-inch side margins
- c. Date position--line 20

2. Medium letter

- a. Contains 101 - 300 words
- b. Use 1 1/2-inch side margins
- c. Date position--line 12, 14, 16, or 20

3. Long letter

- a. Contains 301 - 350 words
- b. Use 1-inch side margins
- c. Date position--line 12

4. Two-page letter

- a. Contains more than 350 words
- b. Use 1-inch side margins
- c. Date position--line 12

E. Addressing legal envelopes

1. Single spaced
2. Block form
3. Two-letter ZIP abbreviations should be used.
4. Postal directions such as "SPECIAL DELIVERY" should be typed in all capital letters below the stamp and at least two blank lines above the address.
5. Addressee directives such as "PERSONAL" should be typed in all capital letters below the return address and at least two blank lines above the address.
6. Large envelopes are usually preferred, and addresses should begin 4 inches from the left edge and 2 1/2 inches from the top edge of the envelope.
7. If small envelopes are used, the addresses should begin 2 1/2 inches from the left edge and 2 inches from the top edge of the envelope.

F. Folding and inserting letters into envelopes

1. Large envelope
 - a. With letter face up, fold about 1/3 of page up toward top.
 - b. Then, fold the top of the letter to within 1/2 inch of bottom fold.
 - c. Insert letter into envelope with last fold up and last crease toward bottom of envelope.
2. Small envelope
 - a. With letter face up, fold the bottom up to 1/2 inch of top edge.
 - b. Then, fold right third to left.
 - c. Last, fold the left third to 1/2 inch from last crease.
 - d. Insert last crease edge first into envelope.

PARTNERSHIP AGREEMENT

THIS AGREEMENT, made in the City of Clovis, State of New Mexico, on the 3rd day of June, 19-- , between JANIS LEWIS and JEFFERY TOKAY, both of Clovis, New Mexico,

WHEREIN IT IS MUTUALLY AGREED, AS FOLLOWS:

1. That the parties hereto shall, as partners, engage in and conduct the business of retailing swimming pool equipment and supplies.

2. That the name of the partnership shall be SWIMMING POOL ACCESSORIES.

3. That the capital of the partnership shall be the sum of Thirty Thousand Dollars (\$30,000); and each party shall contribute thereto, contemporaneously with the execution of this agreement, in the sum of Fifteen Thousand Dollars (\$15,000) in cash.

COMPLAINT AND VERIFICATION

SUPREME COURT OF THE STATE OF NEW JERSEY
COUNTY OF NEWARK

-----X
CASANDRA TIMMS,

Plaintiff,

-against-

BOB TERRELL,

Defendant.
-----X

Plaintiff, complaining of defendant, by Ouida Ford,
her attorney, alleges:

FIRST: That heretofore and on or about the 7th day
of April, 19--, the defendant caused to be written in a letter
to the plaintiff the following statement:

"If you do not appear in this office Monday with
notes and money, my attorney will go to the District
Attorney's office to obtain a warrant for your arrest
and Tomis will be notified that you were given the
money and notes upon false representation."

LEGAL BACK

Index No. Year
SUPREME COURT OF THE STATE OF NEW
JERSEY: COUNTY OF NEWARK

-----X

CASANDRA TIMMS,

Plaintiff,

-against-

BOB TERRELL,

Defendant.

-----X

COMPLAINT

Ouida Ford
Attorney for Plaintiff
Office and Post Office Address
74 Main Street
Newark, New Jersey 10734

WARRANTY DEED

THIS INDENTURE, Made this _____ day of _____
in the year of our Lord one thousand nine hundred and _____

BETWEEN

the part of the first part and

part of the second part:

WITNESSETH, That the said part of the first part, for and
in consideration of the sum of _____

DOLLARS

lawful money of the United States, to _____ in hand paid
by the said part of the second part, the receipt whereof
is hereby acknowledged, do _____ by these presents, grant,
bargain, sell, convey, and confirm unto the said part of
the second part, and to _____ heirs and assigns, the
following tract _____ lot _____ or parcel _____ of land, situate
lying and being in the County of _____
State of _____, and particularly bounded and
described as follows, to-wit:

14.0900

UNIT X

TYPING LEGAL DOCUMENTS

ASSIGNMENT SHEET #1--TYPING LAND DESCRIPTIONS

Directions: Accuracy is essential in typing land descriptions. Disputes can be avoided by accurate property descriptions.

In a deed, land may be described as either Section and Township or Metes and Bounds. A Lot and Block description, describing land which has been surveyed and divided into sections, can be used as a part of a Metes and Bounds description.

Type the three land descriptions as shown below. When ruled paper is not available, use a 1 1/2-inch left margin and 1/2-inch right margin. Proofread carefully. Each description must be free of errors.

14.0900

UNIT X

TYPING LEGAL DOCUMENTS

ASSIGNMENT SHEET #2--TYPING A SUBPOENA

Directions: Type the following subpoena as shown below.
Be accurate and proofread carefully. When ruled paper is not
available, use the proper margins.

IN THE CIRCUIT COURT OF THE STATE OF FLORIDA	
COUNTY OF FLORIDA	
HERMAN FREDERICK FROSTBERG, INC.	Plaintiff.
vs.	Defendant.
ANDREW FREDERICK FROSTBERG, INC.	Defendant.
THE PEOPLE OF THE STATE OF FLORIDA	
By: Keith Ray Hulse, Manager P.O. Box 10000 Hialeah, Florida 33150 Hialeah, FL 33150	
WE COMMAND THAT you personally appear before the Honorable JAMES W. B. GILBERTSON, one of the Judges of the Circuit Court of Florida County, in the State of Florida, in Room 11 of the Bryan House Legislative Hall, Tenth Street, in the City of Hialeah on the 10th day of May 19__ at the hour of 1 p.m. to give testimony in a case pending in the said Court wherein HERMAN FREDERICK FROSTBERG, INC. are the plaintiffs and the ANDREW FREDERICK FROSTBERG, INC. are the defendants.	

Failure to comply with this subpoena is punishable as a contempt of Court.
ISSUED Court of Circuit Court Florida County, State of Florida 10th day, April A.D. 19__
-2-

14.0900

UNIT X

TYPING LEGAL DOCUMENTS

ASSIGNMENT SHEET #3--TYPING A WILL

Directions: Type the following Will as shown below.
Be accurate and proofread carefully. When ruled paper is not available, use the proper margins. Make a carbon copy.

	LAST WILL AND TESTAMENT OF JAMES F. O'HARA, SR. I, James F. O'Hara, Sr., a resident of the City of White Hart, County of Ware, State of Iowa, and residing at 711 Greenhill Avenue, being over the age of twenty-one years and of sound and disposing mind and memory, and not acting under duress, coercion, fraud, or undue influence of any person whatsoever, do make, publish, and declare this my last will and testament, in the manner following, to wit: FIRST: I direct that all my debts, including my funeral expenses, expenses of my last illness, and expenses of the administration of my estate be paid by my executor, hereinafter named, out of the first moneys coming into his hands and available therefor. NEXT: I hereby declare that I am married; that my wife's name is Mary, and that I have two children, a son, James F. O'Hara, Jr., and a daughter, Anne O'Hara. THIRD: I give, devise, and bequeath all of the real residue of my property, after the payment of the debts and expenses provided for in paragraph 1 hereof, whether such property be real, personal, or mixed, or whatever kind or character and wheresoever situated, to my wife, Anne. Page 1 of 2
--	---

	FOURTH: I hereby nominate and appoint the said OF WHITE HART the executor of this, my last will and testament, along with my wife, Anne, to serve as CO-EXECUTORS. LASTLY, I hereby revoke all former wills and codicils to wills heretofore by me made. IN WITNESS WHEREOF, I have hereunto set my hand and seal this _____ day of _____, 19____. (SIGNED) The foregoing instrument, consisting of two pages, was at the date hereof, by JAMES F. O'HARA, SR., signed, sealed, and published as and declared to be his last Will and Testament, in the presence of us, who, at his request and in his presence and in the presence of each other, have signed our names as witnesses hereto. WITNESS MY WITNESS MY Page 2 of 2
--	--

14.0900

UNIT X

TYPING LEGAL DOCUMENTS

ASSIGNMENT SHEET #4--TYPING A PARTNERSHIP DOCUMENT

Directions: Type the following articles of copartnership as shown below. Be accurate and proofread carefully. When ruled paper is not available, use the proper margins. Make a carbon copy.

Block the first two paragraphs for emphasis. Use 10-space paragraph indentions for the remaining paragraphs.

ARTICLES OF CO-PARTNERSHIP THIS CONTRACT, made and entered into on the first day of November, 19__ at and between R. L. FENCE and T. J. SLACK, of Tampa, Florida. WITNESSETH: That the said parties have hereby constituted a copartnership for the purpose of carrying on and conducting an auto and auto accessories. FIRST: The said partnership is to continue for a period of fifteen (15) years unless the partners should mutually agree to a dissolution in writing of said partnership. SECOND: The business is to operate in the name of R. L. FENCE & T. J. SLACK, 1000 Avenue A, Tampa, Florida. THIRD: The purposes of the above-named partnership are generally: 1. To buy, sell, rent, lease, trade, and exchange auto and auto accessories. 2. To act as brokers, agents, or dealers in auto and auto accessories of every kind and description. 3. To repair, build, make, sell, or exchange parts for any and all types of auto and auto accessories. 4. To buy, sell, exchange, own, hold, rent, lease, transfer, and assign both real estate and personal property of every kind and character and to deal with same in any way and manner that may seem expedient to me and to be used. 5. To have all of the powers and enjoy all of the privileges enumerated in Sections 18-1920 and 18-1921 of the Code of Florida and all other provisions enumerated in Chapters 18-19 and 18-20. FOURTH: During the operation of the partnership, no partner is to become bankrupt for causes without the written consent of the other partner in the business. FIFTH: R. L. FENCE is to receive a salary of fifteen thousand dollars (\$15,000) per year and T. J. SLACK

a salary of seven thousand dollars (\$7,000) per year. At the end of each fiscal year the net income or the net loss shown on the balance sheet, after salaries have been paid, shall be distributed equally to the partners. SIXTH: In case of the death or disability of either of the above-named partners, the living partner shall have option to buy the interest of the deceased partner or the incapacitated partner at present value. SEVENTH: Capital investment of each partner shall be: <table> <tr> <td>R. L. FENCE</td> <td>\$15,000</td> </tr> <tr> <td>T. J. SLACK</td> <td>\$7,000</td> </tr> </table> IN WITNESS WHEREOF, the parties aforesaid have hereunto set their hands and affixed their seals on the day and year here stated, November 1, 19__. Signed _____ (R. L. F.) Signed _____ (T. J. S.) Notary Public -2-	R. L. FENCE	\$15,000	T. J. SLACK	\$7,000
R. L. FENCE	\$15,000			
T. J. SLACK	\$7,000			

14.0900

UNIT X

TYPING LEGAL DOCUMENTS

ANSWERS TO ASSIGNMENT SHEETS

Assignment Sheet #1

Evaluated to the satisfaction of the instructor.

Assignment Sheet #2

Evaluated to the satisfaction of the instructor.

Assignment Sheet #3

Evaluated to the satisfaction of the instructor.

Assignment Sheet #4

Evaluated to the satisfaction of the instructor.

14.0900

UNIT X

TYPING LEGAL DOCUMENTS

UNIT TEST

1. Define the following terms which are related to legal documents.
 - a. Court papers (pleading)
 - b. Subpoena
 - c. Party
 - d. Legal instrument
 - e. Partnership
 - f. Legal back
 - g. Legal documents
 - h. Endorsement

i. Land description

j. Will

k. Seal

2. Discuss the kinds of paper used for typing legal documents.

3. Explain the margin requirements of legal documents by filling in the blanks correctly.

Left margins

1. On unruled paper _____

2. On legal cap _____

Right margins

1. On unruled paper _____

2. On legal cap _____

4. Describe spacing and indentation procedures in typing legal documents.

a. Body

b. Between paragraphs

5. Identify true statements concerning words, phrases, and numerals in legal documents.

- T F a. Only the first letter of major words in documents, titles, individuals' names, and firm names is capitalized.
- T F b. Certain words and phrases are typed in all capital letters.
- T F c. Measurements and other numbers are typed twice: once in figures, and once spelled out in parentheses.
- T F d. Monetary amounts are typed twice.
- T F e. In the limited space of land descriptions, figures and symbols only may be used.
- T F f. Numerals in land descriptions may be capitalized when written out.

T F g. In land descriptions, lower case numerals are preferred.

6. Discuss how to type the date and signature lines in legal documents.

a. Dates

b. Signature lines

i. Parties

ii. Witnesses

7. Explain how to number legal documents.

8. Describe tabulation procedures in legal documents.
9. Define legal backs and endorsements.
10. Discuss erasures and rule exceptions in legal documents.
 - a. Erasing
 - b. Squeezing
 - c. Spreading

11. Outline how to type legal correspondence.

12. Demonstrate the ability to:

- a. Type land descriptions.
- b. Type a subpoena.
- c. Type a will.
- d. Type a partnership document.

(NOTE: If these skills have not been accomplished prior to the test, ask the instructor when they should be completed.)

14.0900

UNIT X

TYPING LEGAL DOCUMENTS

ANSWERS TO UNIT TEST

1.
 - a. A legal document which makes formal allegations or defenses in an action at law.
 - b. A formal written demand for a witness to appear in court to give his or her testimony.
 - c. A party can be an individual, a company, a corporation, or a partnership. Most instruments use two or more parties. The party or parties having a common interest are usually referred to as "party (parties) of the first part" and "party (parties) of the second part."
 - d. A formal written document, such as a will, a bill of sale, a deed, or a contract, which is prepared for the uses of the parties who sign it.
 - e. An agreement between two or more persons who unite their labor, skill, and capital for the purpose of conducting a lawful business and making a joint profit.
 - f. A cover which binds pages into a tight packet.
 - g. Legal instruments or court papers.
 - h. A description of the legal document placed on the outside cover of the legal back identifying parties concerned, title of paper, and date of execution.
 - i. A detailed identification of a parcel or tract of land as described in a legal instrument such as a mortgage, lease, or deed.
 - j. A written instrument which states the desire and wishes of the maker in regard to the disposition of that person's property, to take effect upon his or her death.
 - k. An impression used in a legal document to formally attest to the execution of a document.
2. Printed forms or a good grade of bond paper may be used. Long legal cap is preferred for formal documents. The types are legal cap--with ruled margins; legal cap--with numbered lines; plain legal paper--without margins; and letter-size paper.

3. Left margins

1. 1 1/2"
2. a space or two after the double ruled lines

Right margins

1. 1/2"
 2. up to one space of the right ruled line
4. a. The body is usually double spaced with a 5- or 10-space paragraph indention. Land descriptions and quoted materials are single spaced, and a 5- or 10-space paragraph indention is permissible; however, they can be indented 5 spaces more than the body on both the right and left. Land descriptions may begin at the paragraph point on the left and be indented 5 or 10 spaces on the right. Long documents, certain acknowledgements, and verifications are single spaced.
- b. A double space is used between paragraphs except when format must be carried over to another page or when printed material must be fitted into a printed form.
5. a. F
- b. T
- c. F
- d. T
- e. T
- f. T
- g. F
6. a. May be written in figures or spelled out in all parts, including the date and the year.
- b. (1) Parties -- Signature lines are typed at the right margin. These begin at the center point of the page and are about three inches long.
- (2) Witnesses -- Signature lines are typed at the left margin. These begin one space past the left margin and are about three inches long.

When possible, the signature lines are aligned. When "Seal" is used after a signature line, only 2 1/2" are

allowed for the signature line. Two or three blank lines should be left between signature lines. At least two or three lines of typewritten material should be on any page with signatures. The first signature line is typed on the third or fourth line below the final line of the body.

7. The page numbers on legal documents are centered between margins on about the sixth line from the bottom of the page. A hyphen should be typed before and after the number. The first page is usually not numbered. Wills are numbered "Page 1 of 2 and "Page 2 of 2."
8. In tabulations, use a familiar method. If horizontal placement is required, move the paper guide so the left ruled side is on 10. Vertical placement is determined by the length of paper used.
9. Legal backs are covers for legal documents that bind papers into a tight packet and are used in some states. These are heavier, longer, and wider than the document itself.

An endorsement is a description of a document, placed on the outside of a legal back identifying parties concerned, title of paper, and date of execution.

10.
 - a. Neat erasures are permitted within the body, but erasing is not permitted for money, names, or dates. On wills, avoid erasing at all.
 - b. More lines may be squeezed on a page by leaving a smaller bottom margin, single spacing, or by leaving fewer spaces between signature lines.
 - c. Lines can be spread when necessary by leaving more space at the top or bottom of the paper, leaving more spaces between signature lines, using double or triple spacing, or shortening the length of lines of type on several lines.

11. Legal Correspondence

I. Letter Style

- A. Individual preference
- B. Employer preference or previously used style
- C. According to letterhead design

II. Subject Line

- A. In reference to a case
- B. Centered or at left margin, a double space below salutation

III. Erasures

- A. Neat
- B. Not permitted for money, names, or dates

IV. Letter Placement

A. Short letter

- 1. Up to 100 words
- 2. 2" side margins
- 3. Date position --line 20

B. Medium letter

- 1. 101 - 300 words
- 2. 1 1/2" side margins
- 3. Date position --line 12, 14, 16, or 20

C. Long letter

- 1. 301 - 350 words
- 2. 1" side margins
- 3. Date position --line 12

D. Two-page letter

- 1. More than 350 words
- 2. 1" side margins
- 3. Date position --line 12

V. Addressing envelopes

- A. Single spaced
- B. Blocked form
- C. Two-letter ZIP abbreviations
- D. Postal directives in all caps below stamp
- E. Address directives in all caps below return address
- F. Large envelopes

1. 4" from left edge
2. 2 1/2" from top edge

G. Small envelopes

1. 2 1/2" from left edge
2. 2" from top edge

VI. Folding and inserting letters

A. Large envelopes --in thirds

B. Small envelopes --in half and then in thirds

12. Evaluated to the satisfaction of the instructor.

14.0900

UNIT XI

TYPING STATISTICAL FORMS

TERMINAL OBJECTIVE

After completing this unit, the student will be able to type statistical forms, which will include tables, business letters with tables, accounting reports, and other reports. This knowledge will be evidenced through demonstration and by successfully completing a unit test.

SPECIFIC OBJECTIVES

After completing this unit of instruction, the student will be able to:

1. Identify terms relating to types of statistical forms and related terminology.
2. Identify true statements regarding computing and determining proper placement of tabulated tables.
3. Explain tabulation procedures within a business letter.
4. Complete statements in regard to the form and style of accounting reports.
5. Discuss methods of proofreading statistical copy.
6. Name two special problems in tables and explain the procedure in dealing with them.
7. List the four steps in preparing graphs.
8. Demonstrate the ability to:
 - a. Type a tabulated table.
 - b. Type a letter with a tabulated report.
 - c. Type a balance sheet.
 - d. Type a tabulated table with braced headings and footnotes.
 - e. Type and draw a graph.

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UNIT XI

TYPING STATISTICAL FORMS

SUGGESTED ACTIVITIES

I. Instructor:

- A. Provide objective sheet.
- B. Discuss objective sheet.
- C. Provide information sheet.
- D. Discuss information sheet.
- E. Provide assignment sheets.
- F. Discuss assignment sheets.
- G. Provide additional jobs in applicable exercise papers.
- H. Give test and evaluate results.

II. Student:

- A. Read objective sheet.
- B. Participate in discussion of objective sheet.
- C. Read information sheet.
- D. Participate in discussion of information sheet.
- E. Read assignment sheets.
- F. Complete assignment sheets.
- G. Complete additional jobs in applicable exercise papers.
- H. Take test.

INSTRUCTIONAL MATERIALS

I. Included in this unit:

- A. Objectives

- B. Information sheet
- C. Assignment sheets
 - 1. Assignment Sheet #1--Typing Tabulated Table
 - 2. Assignment Sheet #2--Typing Letter with Tabulated Report Included
 - 3. Assignment Sheet #3--Typing a Balance Sheet
 - 4. Assignment Sheet #4--Typing a Tabulated Table with Braced Headings and Footnotes
 - 5. Assignment Sheet #5--Typing and Drawing a Graph
- D. Answers to assignment sheets
- E. Test
- F. Answers to test

II. References:

- A. Freeman, Herbert M. and others. Accounting 10/20. New York: McGraw-Hill Book Company, 1973.
- B. Meehan, James R. and others. Clerical Office Procedures. 5th ed. Cincinnati: South-Western Publishing Co., 1973.
- C. Meehan, James R. and others. Secretarial Office Procedures. Cincinnati: South-Western Publishing Co., 1976.
- D. Wanous, S. J. Statistical Typing. 2nd ed. Cincinnati: South-Western Publishing Co., 1956.

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UNIT XI

TYPING STATISTICAL FORMS

INFORMATION SHEET

I. Definition of terms:

- A. Balance Sheet--A financial report that presents a detailed picture of the financial condition of a business on a specified date
- B. Income Statement--A report showing the income, expenses, and net income or loss for a fiscal period
- C. Budget--An estimate of the income and expenditures of an individual or firm for a future period of time
- D. Braced Heading--A heading centered over a column
- E. Leader Lines--The line made with dots extending from the descriptive title to the first column of figures

II. Proper placement of tabulated materials

- A. To determine margin stops for tabulated materials (horizontally):
 - 1. Count the number of spaces in the longest line in each column.
 - 2. Determine number of spaces to be left between each column.
 - 3. Add the number of spaces in longest line in each column to the spaces between columns to find the space line.
 - 4. Locate left margin by centering the space line determined in step 3.
 - 5. From left margin, add number of spaces in column 1 plus spaces between columns 1 and 2 to determine the first tab stop. Repeat the process from each tab stop to determine the next tab stop, and so on until all tab stops have been completed.
- B. To center tabulated work vertically:
 - 1. Count the number of lines of material.

2. Subtract the number of lines of material from the number of lines on the paper (66 --whole sheet; 33 --half-sheet).
3. Divide this number by two to obtain the top margin. (For reading position subtract three spaces.)
4. Add the top margin to the number of lines of material to obtain the bottom margin.

III. Business letters with tabulations

- A. Horizontal placement of a tabulated report in a letter depends upon length of the writing line--never extend into margin of letter.
- B. Tabulated report is single spaced and indented from margin of letter.

IV. Form and style of accounting reports --balance sheet, income statement, budgets

- A. Descriptive titles should be capitalized.
- B. Indent from the left to indicate subdivisions or larger units of information.
- C. Use commas to separate each 3 digits.
- D. Vertically align the decimal point in a column of figures.
- E. A single line extending the width of the longest item in the column, typed beneath the last figure, indicates addition or subtraction.
- F. A double line typed beneath a figure identifies that figure as the final figure in the column.
- G. Use leader lines from the explanation column to the first column of figures.
- H. Heading of a financial statement should include the answers to the questions Who? What? When? Type each on a separate line--centered.
- I. Use the dollar sign (\$) with the first figure listed vertically in each amount column and with every figure which has a double line typed beneath it.
- J. Be consistent in relation to
 1. Spacing

2. Capitalization
3. Colons after titles
4. Indentations
5. Abbreviations

V. Methods of proofreading statistical copy

- A. Read aloud from original while someone else checks the copy you prepared.
- B. If necessary to proofread alone, place copies as close as possible, matching numbers horizontally. Read from original first; compare with copy.
- C. Proofread straight columns of numbers vertically.
- D. Proofread straight copy containing tables and figures line by line.
- E. Proofreading numbers
 1. Double figures and use comma divisions whenever possible.

Example:	14	Fourteen
	145	One forty-five
	1456	Fourteen fifty-six
	1,456	One four fifty-six
	14,567	Fourteen five sixty-seven
	145,678	One forty-five six seventy-eight

2. When numbers are repeated, use word twice or three times, etc.

Example:	145	One forty-five twice
	145	
	456	Four fifty-six three times
	456	
	456	

3. Refer to a cipher as an 0 (OH) or zero.

Example:	4-06	Four dash zero six or
		Four dash oh six

4. For consecutive numbers read all digits in first number, but only last two digits of the remaining numbers.

Example:	1976	Nineteen seventy-six, seventy-
	1977	seven, seventy-eight, seventy-
	1978	nine
	1979	

VI. Tables with special problems

A. Footnotes in tables

1. Indicate the footnote within the table with an asterisk.
2. Single space after the last line of the table, type divider line (approximately 1 1/2" in length), double space, and type the footnote.
3. Indent the first line five spaces.

B. Braced headings - should be centered over the column where the heading is to appear. To do this:

1. Move the carriage to the first figure of the column and note number on scale.
2. Move carriage to last figure in the column and note number on scale.
3. Add these two numbers and divide by two to get the center point.
4. Position the carriage at center point.
5. Backspace once for each two spaces in heading.

VII. Preparing graphs

- A. Data is plotted on graph paper with pen and ink.
- B. Figure headings are centered and typed in all capital letters.
- C. Vertical marginal information should be typed according to the connecting horizontal lines.
- D. Horizontal marginal information is typed to correspond with the connecting vertical lines.

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UNIT XI

TYPING STATISTICAL FORMS

ASSIGNMENT SHEET #1--TYPING TABULATED TABLE

Directions: Center the report given below both vertically and horizontally. Decide on your own spacing between columns.

UNIVERSITY POSITIONS OPEN

Deadline for Application	Title	Salary/Month
March 31	Instructor Business Education Dept.	\$1,000
April 10	Clerk-Typist Sociology Department	410
April 21	Senior Secretary English Department	500
April 25	Senior Secretary President's Office	500
April 29	Work Study - part-time Math Department	205
April 29	Associate Professor Computer Science Dept.	1,444
May 10	Graduate Assistant Business Administration Dept.	444
May 17	File Clerk Graduate Office	389
May 19	File Clerk Registrar's Office	389
May 19	Instructor Chemistry Department	988
May 21	Associate Professor Foreign Languages Dept.	1,333
May 28	Clerk-Typist Physical Education Dept.	410

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UNIT XI

TYPING STATISTICAL FORMS

ASSIGNMENT SHEET #2--TYPING LETTER
WITH TABULATED REPORT INCLUDED

Directions: Type the following letter in an appropriate letter style, using a 70-space line with 4 spaces between the columns of statistical material.

Mrs. James Ruling, Restaurant Manager, The Sportsman's Inn,
Panama City, Florida 71072

Dear Mrs. Ruling: For several years we have periodically published the ratings of restaurants in the area to aid tourists in selecting places to dine while on vacation. A copy of the last publication is enclosed. This booklet informs tourists of restaurant specialties, hours, range of expense for meals, and types of atmosphere, in addition to the "five star rating scale." (P) The size of the booklet will be the same as the copy enclosed, 8 1/2 by 11 inches. The cost of advertising space for this year's publication is as follows:

Full page	6 1/2 x 9 inches	\$75
Half-page	6 1/2 x 4 1/2 inches	40
Quarter-page	3 1/4 x 2 1/4 inches	21

(P) We will be pleased to have your advertisement in this booklet. Due to an early date to go to press, we would appreciate receiving your order as soon as possible. Very truly yours, Florida Tourist Guide, Incorporated, Belton Cole, Manager

14.0900

UNIT XI

TYPING STATISTICAL FORMS

ASSIGNMENT SHEET #3--TYPING A BALANCE SHEET

Directions: Type the balance sheet given below. Center vertically. You determine the number of spaces between columns.

Hoffman's Electric Company

Balance Sheet
November 31, 19__

Assets

Cash.	\$8,960.00	
Accounts Receivable		
Evan's Tobacco Company.	79.50	
Drake Furniture Company	107.00	186.50
Equipment		19,000.00
Total Assets.		<u>\$28,146.50</u>

Liabilities

Accounts Payable		
New Orleans Supply House.	\$950.50	
Murry Hoffman estate.	5,000.00	
Total Liabilities		\$5,950.50

Capital

Dick Lively, Capital.	\$20,000.00	
Net Income.	2,196.00	
Total Capital		22,196.00
Total Liability and Capital		<u>\$28,146.50</u>

14.0900

UNIT XI

TYPING STATISTICAL FORMS

ASSIGNMENT SHEET #4--TYPING A TABULATED
TABLE WITH BRACED HEADINGS AND FOOTNOTES

Directions: Type the following table on a full sheet of paper, double space, with 4 spaces between columns. Leave adequate space between secondary headings and braced heading to allow for ruling. The ruling may be done on the machine or by hand.

Sales Report
Five-Year Evaluation

Year	Comas Branch	San Francisco Branch	Detroit Branch
1972	\$175,000	\$191,000	\$161,000
1973	173,000	170,150	177,730
1974	160,000	150,019	152,200
1975	179,000	191,730	189,501
1976*	185,000	195,700	192,617

*Yearly report not completed as yet.
Will end December 31, 1976.

14.0900

UNIT XI

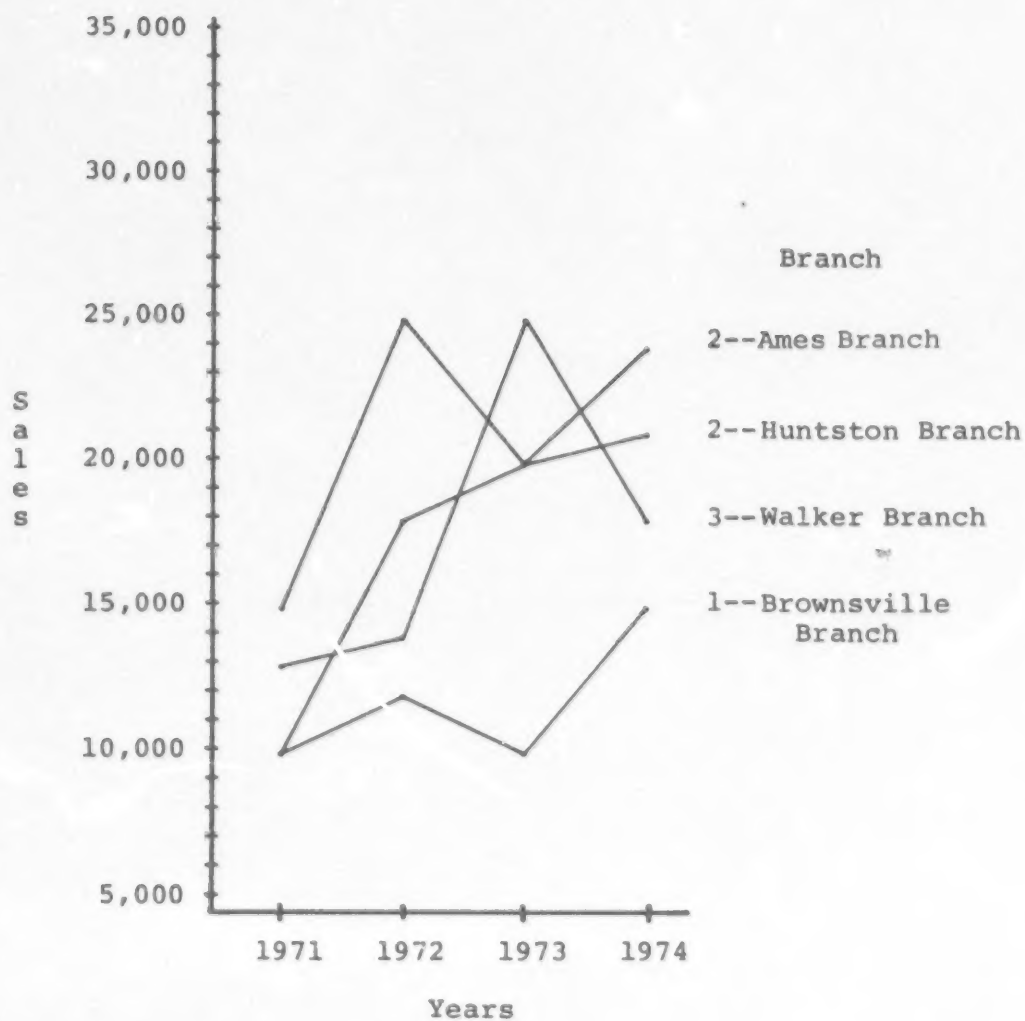
TYPING STATISTICAL FORMS

ASSIGNMENT SHEET #5--TYPING AND DRAWING A GRAPH

Directions: Prepare a graph based on the information in Assignment Sheet #4.

EXAMPLE:

Four-Year Evaluation
Sales Report--Graph



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UNIT XI

TYPING STATISTICAL FORMS

ANSWERS TO ASSIGNMENT SHEETS

Assignment Sheet #1

UNIVERSITY POSITIONS OPEN

Deadline for Application	Title	Salary/Month
March 31	Instructor Business Education Dept.	\$1,000
April 10	Clerk-Typist Sociology Department	410
April 21	Senior Secretary English Department	500
April 25	Senior Secretary President's Office	500
April 29	Work Study - part-time Math Department	205
April 29	Associate Professor Computer Science Dept.	1,444
May 10	Graduate Assistant Business Administration Dept.	444
May 17	File Clerk Graduate Office	389
May 19	File Clerk Registrar's Office	389
May 19	Instructor Chemistry Department	988
May 21	Associate Professor Foreign Languages Dept.	1,333
May 28	Clerk-Typist Physical Education Dept.	410

Assignment Sheet #2

Date

Mrs. James Ruling
Restaurant Manager
The Sportsman's Inn
Panama City, Florida 71072

Dear Mrs. Ruling:

For several years we have periodically published the ratings of restaurants in the area to aid tourists in selecting places to dine while on vacation. A copy of the last publication is enclosed. This booklet informs tourists of restaurant specialties, hours, range of expense for meals, and types of atmosphere, in addition to the "five star rating scale."

The size of the booklet will be the same as the copy enclosed, 8 1/2 by 11 inches. The cost of advertising space for this year's publication is as follows:

Full page	6 1/2 x 9 inches	\$75
Half-page	6 1/2 x 4 1/2 inches	40
Quarter-page	3 1/4 x 2 1/4 inches	21

We will be pleased to have your advertisement in this booklet. Due to an early date to go to press, we would appreciate receiving your order as soon as possible.

Very truly yours,

Belton Cole, Manager
Florida Tourist Guide

Enclosure

BC/sk

Assignment Sheet #3

Hoffman's Electric Company

Balance Sheet
November 31, 19__

Assets

Cash.	\$8,960.00	
Accounts Receivable		
Evan's Tobacco Company.	79.50	
Drake Furniture Company	<u>107.00</u>	186.50
Equipment		<u>19,000.00</u>
Total Assets.		<u>\$28,146.50</u>

Liabilities

Accounts Payable		
New Orleans Supply House.	\$950.50	
Murry Hoffman estate.	<u>5,000.00</u>	
Total Liabilities		\$5,950.50

Capital

Dick Lively, Capital.	\$20,000.00	
Net Income.	<u>2,196.00</u>	
Total Capital		22,196.00
Total Liability and Capital		<u>\$28,146.50</u>

Assignment Sheet #4

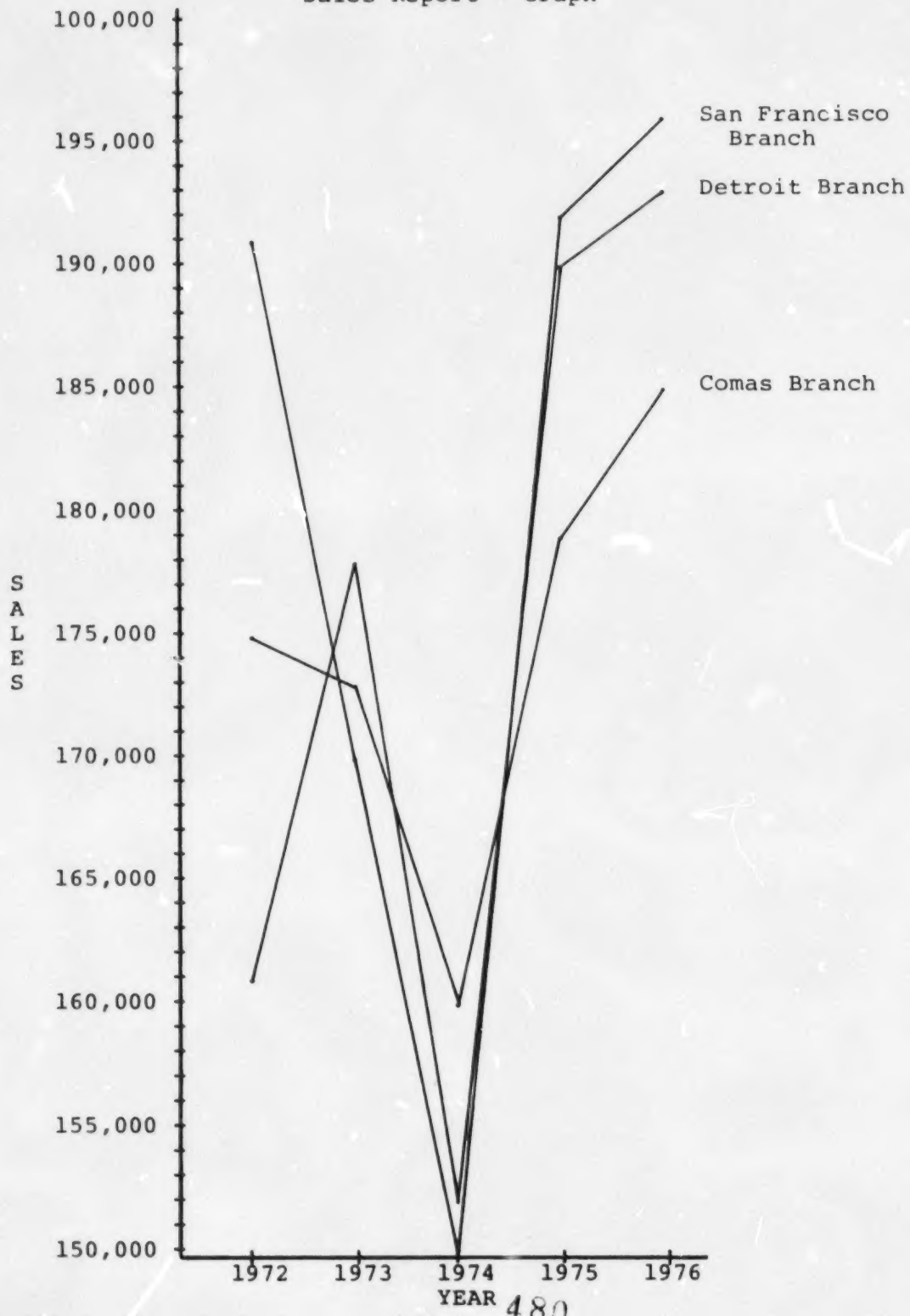
Sales Report
Five-Year Evaluation

Year	Comas Branch	San Francisco Branch	Detroit Branch
1972	\$175,000	\$191,000	\$161,000
1973	173,000	170,150	177,730
1974	160,000	150,019	152,200
1975	179,000	191,730	189,501
1976*	185,000	195,700	192,617

*Yearly report not completed as yet.
Will end December 31, 1976.

Assignment Sheet #5

Five-Year Evaluation
Sales Report - Graph



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UNIT XI

TYPING STATISTICAL FORMS

UNIT TEST

1. Identify terms relating to types of statistical forms and related terminology by filling in the blanks.
 - a. _____ A financial report that presents a detailed picture of the financial condition of a business on a specified scale
 - b. _____ A heading centered over a column
 - c. _____ An estimate of the income and expenditures of an individual or firm for a future period of time
 - d. _____ The line made with dots extending from the descriptive title to the column of figures
 - e. _____ A report showing the income, expenses, and net income or loss for a fiscal period
2. Identify true statements regarding computing and determining proper placement of tabulated material. Circle T if it is true and F if it is false.
 - a. T F Tabulated work should be centered vertically.
 - b. T F To determine margin stops for tabulated material, count the longest line in each column first.
 - c. T F The second step in determining margin stops is to determine the number of spaces to be left between each column.
 - d. T F To determine the right margin, center the space line (the number of spaces in the longest line of each column and the number of spaces between columns).
 - e. T F To find tab stops, add the number of spaces in the previous column to the spaces between the previous column and present column.

- f. T F To center tabulated work vertically, count the number of spaces.
 - g. T F Subtract the number of lines counted from the total lines on the page to determine the top margin.
 - h. T F Repeat the process of figuring a tab stop until all tabs have been completed.
 - i. T F To put material in reading position, subtract three spaces from the top margin.
 - j. T F Tabulated material should be centered horizontally.
3. Explain tabulation material within a business letter.

4. Complete statements in regard to the form and style of accounting reports.

Three types of accounting reports are the (a) _____, (b) _____, and (c) _____. These descriptive titles should always be (d) _____. Three digit numbers should always be separated by (e) _____. In a column of figures, the decimal point should be (f) _____. A (g) _____ extends the width of the longest item in the column and is typed beneath the last figure. Indicating, addition or subtraction. A (h) _____ typed beneath a figure identifies that figure as the final figure in the column. (i) _____ connect the

explanation to the first column of figures. The heading of a financial statement should include the answers to the questions (j) _____? (k) _____? (l) _____? Use the (m) _____ with the first column of figures. To indicate subdivisions or larger units of information, (n) _____. Be consistent in relation to (o) _____.

5. Discuss methods of proofreading statistical copy.

6. Name two special problems in preparing tables and explain the procedure in dealing with these.

7. List the four steps in preparing graphs.

- a.

- b.

- c.

- d.

8. Demonstrate the ability to:
 - a. Type a tabulated table.
 - b. Type a letter with a tabulated report.
 - c. Type a balance sheet.
 - d. Type a tabulated table with braced headings and footnotes.
 - e. Type and draw a graph.

(NOTE: If these skills have not been accomplished prior to the test, ask the instructor when they should be completed.)

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UNIT XI

TYPING STATISTICAL FORMS

ANSWERS TO UNIT TEST

1.
 - a. Balance Sheet
 - b. Braced Heading
 - c. Budget
 - d. Leader Lines
 - e. Income Statement
2.
 - a. F
 - b. T
 - c. T
 - d. F
 - e. T
 - f. F
 - g. F
 - h. T
 - i. T
 - j. T
3. Tabulated material within a letter is single spaced and indented from the margin of the letter. Its horizontal placement depends upon the length of the writing line; never extend into the margin of the letter.
4.
 - a. Balance sheet
 - b. Income statement
 - c. Budget
 - d. Capitalized
 - e. Commas

- f. Aligned
 - g. Single line
 - h. Double line
 - i. Leader lines
 - j. Who
 - k. What
 - l. When
 - m. Dollar sign
 - n. Indent from the left
 - o. Spacing, capitalization, colons, indentation, or abbreviations
5. One method of proofreading that is very valuable in statistical copy is to read aloud from the original while someone else checks the copy you prepared. But, if necessary, proofread alone by placing copies as close as possible, matching numbers horizontally. Read from the original first and compare it with the copy. Straight columns of numbers should be read vertically, while straight copy containing tables and figures should be proofread line by line. In proofreading numbers, read double figures as fourteen fifty-six (1456); read repeated numbers as one twice; four three times (1, 1; 4, 4, 4); read "0" as oh or zero; read consecutive numbers as nineteen seventy-six, seventy-seven, seventy-eight (1976, 1977, 1978).
6. Footnotes in tables are a special problem. To indicate a footnote, place an asterisk within the table. Single space after the last line of the table and type a divider line (approximately 1 1/2" in length). Then double space and type the footnote, indenting the first line five spaces.
- Another problem in tables is braced headings. These should be centered over the column over which they are to appear. To do this, move the carriage to the first figure of the column; note the number on the scale; move the carriage to the last figure in the column; note the number on the scale; add these two numbers; divide by two to get the center point; position the carriage at the center point; backspace once for each two spaces in the heading.
7. a. Data is plotted on the graph with pen and ink.
- b. Figure headings are centered and typed according to the connecting horizontal lines.

- c. Vertical marginal information should be typed according to the connecting horizontal lines.
 - d. Horizontal marginal information is typed to correspond with the connecting vertical lines.
8. Evaluated to the satisfaction of the instructor.